Welcome by Dean Carla Freeman
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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.
Dear Pre-Major Faculty Advisors,

As we approach the beginning of a new academic year, we are excited to welcome the Class of 2022. 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 Programs 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**: 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 216  
404.727.7373  
tmcdowne@emory.edu

Michael Toney, M.Ed  
Director, Orientation (New Student Programs)  
White Hall 215A  
404.727.9236  
michael.toney@emory.edu

Blaise Bolemon, M.Ed  
Assistant Director, New Student Programs  
White Hall 216  
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 PACE administrators try to match students with faculty based on broad academic interests (arts, humanities, natural sciences or social sciences). While many faculty are 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, so may not even know what they will be 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.

At the end of the Fall 2017 term, students enrolled in PACE 101 answered survey questions about their overall Emory experience, including how they felt about relationships they built with their Pre-Major Faculty Advisors. Students were asked to rate their agreement with the following statements about their Pre-Major Faculty Advisors as well as the overall usefulness of their advising meetings. In most cases, students only met with their Pre-Major Faculty Advisor two or three times during the semester. Even with those brief interactions, first-year students felt welcomed by their Pre-Major Faculty Advisors and acknowledge that they helped orient them to and connect them with the Emory community and resources.

**Expectations for Pre-Major Faculty Advisors**

As an ambassador of Emory College, 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: proficiency, self-knowledge, and connection and engagement.

Pre-Major Faculty Advisors can help meet the PACE program goals (proficiency, self-knowledge, and connection and engagement) through the conversations they have with advisees. As a Pre-Major Faculty Advisor, you are expected to:

- Initiate connections with first-year students.
- Respond to first-year student inquiries (even if this means referring to another resource).
- Be familiar with the General Education Requirements (GERs) and First-Year requirements.
- Know what an appropriate course load is and understand how students maintain fulltime status.
- Know when and how to refer advisees to appropriate resources.
- Alert the Office for Undergraduate Education (OUE) about any concerns about advisees.

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 on the advising day, August 27.
- 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 as your 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 or the appropriate support office(s) listed in the Blue and Gold Pages: Faculty Edition.

Managing First-Year Student Expectations
On Monday, August 27, 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. This guide also includes optional checklists you may choose to use during your first and second mandatory advising appointments.

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

Reviewed resources to prepare them for their transition to Emory
- Toward Emory Guides: Before You Arrive, Registration, Life at Emory: http://college.emory.edu/orientation/first-year-students/getting-started.html
- Registration 101 Website: http://college.emory.edu/orientation/first-year-students/registration.html
- Completed Emory Essentials (summer orientation course through Canvas)

**Eligible to register for full schedules (up to 19 hours) between August 13-17**
- Some students may be “disappointed” with closed courses, or their first attempt at registration
- Students may be waiting for placement or AP/IB or other credits to post
- Students may be waiting for placement results for some courses

**Completed an advisor introduction form as part of Emory Essentials Activities**
- Students were asked to provide introductory information, including where they are from, what they are interested in studying and what activities they may like to pursue.
- If you did not receive the form in your Emory email, check your junk mail for an email from “Wufoo”
## First Advising Meeting: Checklist for August 27

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<tr>
<th>CHECKLIST / ACTION ITEM</th>
<th>NOTES / RECOMMENDATIONS</th>
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| **1. Welcome student to Emory!** | We’re excited to have you join the Emory Community  
• This is a short advising meeting to get to know you and your academic/other interests  
• You may review Fall schedule plans/courses for the year  
• You may review the “Contacting your Advisor” form that they submitted  
• Remind advisees that you may refer them other faculty, departments or advising offices for your specific questions |
| **2. Ask about academic areas of interest.**  
Remind students that NOBODY has declared a major. | Students CANNOT declare a major until Spring semester  
• Most declare during the 2nd year, and many change as they explore  
• Students do not need to focus on this now |
| **3. Remind students that the first year is a great time to explore the Liberal Arts and work on GERs.** | Encourage students to take a balanced schedule  
• Students have 4 years/8 semesters to complete their GERs, they don't have to complete in their first year  
• Many “popular” courses that may be closed are offered EVERY semester including Econ 101, Econ 112, Math 111, Psyc 110, Psyc 111, QTM 100, Soc 101 |
| **4. Remind your advisees that they should enroll in 16-19 credits during the Fall semester.** | This INCLUDES PACE 101 and Health 100.  
• 16-19 credits during the first semester allows students to withdraw from a course if needed and still maintain 12 hours. Some students will have fewer than 17 hours (depending on courses).  
• Do the simple math test: Total credits enrolled minus the course with the highest number of credits. If this number is 12 or greater, the student is in good shape  
• In order to graduate in 4 years, students will typically take 15-17 credits every semester after the first semester which should be 16-19  
• First-year students may not enroll in more than 19 credits during the first semester  
• For students to be eligible for Phi Eta Sigma at the end of the first semester, they must complete at least 4 academic courses (3 credits or more) as well as GPA requirements  
• Please check their schedules to make sure they have these credits by September 5 at 11:59pm |
| **5. Remind advisees that they MUST enroll in one section of PACE 101 (begins August 29-31), and one** | For PACE and HEALTH, students may enroll in ANY section and may swap sections thru September 5 |
### section of Health 100 begins (September 4-7)

- **PACE**: PACE is taken S/U. The first session takes place Aug 29, 30 or 31 and attendance is REQUIRED in one section.
- **Health**: Health 100 is taken for a letter grade. Passing Health 100 is a graduation requirement.

### 6. Remind advisees that they MUST enroll in a FSEM during the first YEAR during Fall OR Spring (First-year requirement).

- Try to enroll in a FSEM during the Fall (a First-year requirement) if a topic is of interest and the course is open.
- About 50% of First-year students will take in Fall, NOT EVERYONE WILL!
- If it doesn't fit the schedule, or they really don't like ANY topics, they can wait until Spring. Tentative FSEMs are listed in SP 2019 Course Atlas.
- Encourage exploration! Remember FSEM do not count for any major.

### 7. Remind advisees that they MUST “fulfill” the FWRT requirement during the first-year with AP/IB credits, International Exams, previous college credit, or course enrollment Fall or Spring.

- Students with AP/IB credits for ENG 101 or 181 CAN use this for the FWRT. These credits need to be posted for credit (not placement) on the transcript to count for the GER.
- Students who need a FWRT (Eng 101, Eng 181 or CPLT 110) should try to enroll in the Fall if it fits the schedule. There will be spaces in Spring.
- If the student is international and took the EEA, there is chance s/he was invited and already enrolled in a special section of English 101 with ESL support. This is by invitation only.

### 8. Remind students to check the Course Atlas to see when courses are offered for the Fall, Spring or both semesters.

- FALL ONLY: PACE 101, Health 100, many first sequence language and science courses.
- FALL or SPRING: First-year writing requirements, First-year Seminars.

### 9. Ask student if s/he earned AP/IB credits, international exams or completed college coursework at another institution. 

**NOTE**: There is a New AP/IB and Previous Credit Policy. Students may bring in a total of 18 credits (previous college or transient), of which only 12 may be from AP/IB or International exams.

*Students will be able to swap credits for credit/placement after the first semester as long as they are all posted on the transcript.*

- If student did not earn AP/IB credits, international exams, or college courses prior to Emory, no further action is needed.
- Check OPUS to see if credits have posted. If credits have not posted, ask students to check with the Office of Admission FIRST. Students may still need to send scores or resend scores/transcripts.
- Refer to the AP/IB charts to see what GERs have been completed. If a student has more than 12 eligible test credits, students may need to “swap” the courses they want for credit vs. placement.
- If a student took college courses at another institution, they must complete a form and submit to the Office of Admission for review to determine if credits will be accepted and posted.
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<tr>
<th>10. Share that Add/Drop/Swap Works! Also, there is no “perfect” schedule and that's normal.</th>
<th>• All previous credits (AP/IB, international exam or college) MUST be submitted to the Office of Admission by the end of the fall semester. • First-year student enrollment is open August 27-28 (noon) • Add/Drop/Swap will open on August 29 (first day of classes) • Add/Drop/Swap will close on September 5 at 11:59pm</th>
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<tr>
<td>11. Pre-Professional advising is available: Please REFER and encourage students to follow up if interested in ANY of these areas.</td>
<td>• Pre-Business has open-hours EVERY day • Pre-Engineering (Dual Degree) has advising available during the first semester • Pre-Health Advising (PHA) offers pre-health walk-in hours throughout A/D/S and scheduled appointments beginning September 6. • Pre-Law: No set pre-requisites or major, but can be referred to the Career Center.</td>
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<td>12. Share with student when/how they should contact you and when they can expect a response.</td>
<td>• Share how you would like to be addressed (Dr., Professor, First name) - this helps teach proper communication etiquette • Share the phone or email in which students should use • Remind students you will meet again in November to review Spring 2019 schedule</td>
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<td>13. Remind students they have a network of support.</td>
<td>• Students have OLs, RAs and SAs • They will meet their PACE Facilitators and PACE Peer Leaders during the first week of PACE • OUE academic advisors are also available for additional academic advising/support</td>
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Second Advising Meeting: Checklist for November

First-year students are required to meet with Pre-Major Faculty Advisors before they register for their Spring 2019 schedules. Students should take the lead and reach out to you, however if you have specific meeting times or scheduling requirements, you may reach out to yours students. If a first-year student does not contact you by the end of the pre-registration period, we ask that you contact Tina McDowell (tmcdowe@emory.edu) so that we may reach out to the student as well.

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<th>CHECKLIST / ACTION ITEM</th>
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| **1. Check-in on first-semester** | · Ask about extracurricular involvement  
· Ask about general fit at Emory |
| **2. Remind students of Registration Times: November 19-21. Enrollment times are staggered.** | · Please remind students to check BOTH enrollment dates and times.  
· You may ask a student to login to OPUS to ensure they know where to find these. |
| **3. Check on completion of First-year requirements (FSEM, FWRT, HEALTH and PACE).** | · If a student did not take a FSEM or withdrew, they MUST enroll in Spring  
· If a student did not bring AP/IB or college credits for FWRT, or take in Fall, they MUST enroll in Spring (ENG 101, ENG 181 or CPLT 110)  
· If a student does not pass Health 100, they MUST repeat next Fall (2019)  
· If a student does not pass PACE 101, a “U” will be assigned as the final. No re-take is allowed. |
| **4. Remind Students to Submit AP/IB, International Exams, or any previous college credits to the Office of Admission. Check that they POST IN OPUS.** | · ALL AP/IB or International exam scores MUST be submitted to the Office of Admission by last day of Fall 2018 (NO EXCEPTIONS)  
· All transcripts from other colleges must be submitted to the Office of Admission with Evaluation Form.  
· Students are not notified if scores are received, they MUST CHECK OPUS  
· If a test score or college credit has not been posted, best to email Office of Admission so it is in writing. |
| **5. Discuss the Fall course selection and balance of schedule. What can stay the same or needs to change for Spring?** | · What courses does student enjoy? Any that they do not?  
· Over-challenged or under-challenged?  
· Need assistance with study or time management skills? Refer to EPASS and Academic Coaches |
<p>| <strong>6. Ask about courses in already placed in their shopping carts.</strong> | · What GERs have been completed? What remains? |</p>
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<td><strong>7. Promote a BALANCED schedule. Students should typically enroll in 15-17 credits. See notes for enrolling in more than 19 credits.</strong></td>
<td>• Have they narrowed an academic area of focus or still exploring?</td>
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<td>• First-year students will only be allowed to enroll in up 19 credits UNTIL their Fall grades post</td>
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<td></td>
<td>• If they have a GPA ( \geq 3.0 ), they may enroll in up to 22 credits. This will not be an option until January.</td>
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<tr>
<td><strong>8. Majors/Minors can be declared in Spring but DO NOT HAVE TO BE!</strong></td>
<td>• Students may complete the <a href="#">DOM form online</a></td>
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<td>• Once they do, the department will assign a major advisor (could still be you)</td>
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<td></td>
<td>• The major advisor will be the new advisor of record</td>
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<td></td>
<td>• The student will no longer appear in your Faculty Advising Center</td>
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<tr>
<td><strong>9. Pre-Professional advising is available.</strong></td>
<td>• Pre-Business has open-hours EVERY day</td>
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<td></td>
<td>• Pre-Health Advising (PHA) in College Connect.</td>
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<td>• Pre-Engineering (Dual Degree) advising can be scheduled in College Connect.</td>
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<td></td>
<td>• Pre-Law: No set pre-requisites or major, can be referred to the Career Center.</td>
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<tr>
<td><strong>10. Remind students that Add/Drop/Swap Works!</strong></td>
<td>• First-year students may still not get their perfect schedules, but A/D/S works! A/D/S is open for 2 months.</td>
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<td>• Add/Drop/Swap will open on November 26</td>
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<td>• Add/Drop/Swap will close on January 22 @ 11:59pm</td>
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<td><strong>11. Share with student when/how they should reach you for the remainder of the Fall and Spring.</strong></td>
<td>• We encourage, but do not require students to meet with you in the Spring before Fall pre-registration.</td>
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<td></td>
<td>• Please share when/how often you would like them to check-in with you after grades post and during the Spring.</td>
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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?** 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, may be a good idea to take the course). Am I comfortable with the material? (if not, 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, please email Admission (admission.processing@emory.edu) with more details about the scores, date of submission, and student name and date of birth.

- **When will my credits post?** If Admission receives scores by July 27, students should see scores posted in OPUS by August 10. If Admission receives scores between July 27 and August 10, students should see scores posted in OPUS by August 24. If students submit scores AFTER August 10- they have until the end of the first semester (December) to have your official scores submitted. Once received, 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, please email Admission (admission.processing@emory.edu) with more details about your scores, date of submission, and your name and date of birth.

- **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.
  - Academic Coaching
  - ESL Tutoring
  - EPASS Peer Tutoring
o EPASS Mentors
o 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). The OUE also has a small emergency book needs.
- **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.
- **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 other support is 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 am concerned about a student’s well-being, where should I start?** Student Intervention Services (SIS) [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 to finish 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:
  - Will you still be enrolled in 12 credit hours after withdrawing? (This is required)
  - How are you doing in this course?
  - Why this course?
  - How are your other classes going?
  - How will this affect your enrollment next semester?
  - Will you have enough credits to promote to the next class after 2 semesters (30, 60 or 90)?
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 Pre-major Advising and Connections at Emory (PACE) program and PACE 101 course support the continuous transition process for first-year students after they participate in New Student Orientation. Emory College works with Emory Campus Life to help students transition to college life throughout the first semester. The program provides resources for students to become proficient in using learning tools and resources, to identify 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:** Students 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 New Course Fall 2018

The PACE 101 course has 78 sections of 19 students. Forty-five facilitators from OUE and Campus Life along with a student Peer Leaders will lead weekly discussions and activities on various topics and requirements designed by staff from OUE and Campus Life. During the 50-minute class sessions, students will receive weekly announcements of current and future events/deadlines and participate in discussions and activities.

**Students are REQUIRED to attend ALL 13 sessions to earn satisfactory credit for PACE 101.**

Students are allowed to miss up to two in-class sessions, however they must complete make-up assignments for the sessions missed to earn credit for the missed sessions. There are three out-of-class activities in which students must attend an event and complete an activity between September and December. Students may choose to attend 3 events from a list including Arts at Emory, Athletics, the Career Center, Civic and Community Engagement (CCE), Study Abroad, Undergraduate Research, Library, EPASS, and Campus Life. Students will also complete three surveys and attend an Evidence Week event. The surveys will evaluate Orientation, their place at Emory (mid-term) and the PACE 101 course. Students will attend a lecture on the nature of evidence from Emory College faculty. Students completing all requirements for the course will receive a passing grade of “S” and one academic credit.
PACE 101 Session Topics and Requirements

Students will receive a complete syllabus on the first day of class. All materials will be posted on the Canvas course. Students MUST sign up for one section by August 29. They must finalize their PACE 101 section by the end of Add/Drop/Swap September 5.

1. Students MUST attend weekly sessions and participate in class sessions and outside activities
   - Week of August 27: Welcome to PACE 101
   - Week of September 3: PACE 101 Goals and Personal Goal Settings
   - Week of September 10: The Honor Code
   - Week of September 17: Evidence Week (Credibility of Information)
   - Week of September 24: Getting Involved and Belonging
   - Week of October 1: Wellness
   - Weeks of October 8 and 15: Mid-Semester Check-in
   - Week of October 22: Choosing a Major
   - Week of October 29: Advising and Academic Planning
   - Week of November 5: Academic Planning, a Continuation
   - Week of November 12: Career Exploration
   - Week of November 19: Thanksgiving Holidays
   - Week of November 26: First Semester Celebration-It's a Wrap/PACE 101 Survey
   - Week of December 3: End of Classes: NO PACE 101 FINAL

2. Students must attend the required events/complete follow-up activities

   Out-Class- Activities (Attend and complete reflection)

   They will be able to choose events from the following categories and will complete a brief reflection after attending.
   - Arts at Emory
   - Athletics
   - Campus Life
   - Carter Town Hall Meeting (Attend only, no reflection)
   - Civic and Community Engagement (Emory Care Day)
   - Career Center Explorations
   - EPASS (Skills Building, Mentor, Academic Workshops)
   - Library
   - Major
   - Study Abroad (Going Global and Internship 101 Sessions)
   - Undergraduate Research

3. Attend two advising meetings with PACE Advisors
   - Monday, August 27
   - November 12-16, or the dates you specify or pre-registration
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 2017 - [https://classes.emory.edu](https://classes.emory.edu)
## Academic Calendar

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tr>
<td>Wednesday, August 29</td>
<td>First Day of Classes</td>
</tr>
<tr>
<td></td>
<td>Add/Drop/Swap begins</td>
</tr>
<tr>
<td></td>
<td>PACE 101 Sessions Begin</td>
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<tr>
<td>Wednesday, September 5</td>
<td>Add/Drop/Swap ends at 11:59pm</td>
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<td>The Office for Undergraduate Education will have walk-in advising</td>
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<td>during operating hours</td>
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<tr>
<td>Friday, September 14</td>
<td>Last Day for Grading basis changes (LG/SU)</td>
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<td>Monday, October 8</td>
<td>Fall Break</td>
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<td>Tuesday, October 9</td>
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<td>Friday, October 12</td>
<td>4:00pm: Partial Withdrawal Deadline Without Academic Penalty</td>
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<tr>
<td>Friday, November 9</td>
<td>4:00pm: One-Time Partial Extended Withdrawal Deadline</td>
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<td>(for new students ONLY)</td>
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<tr>
<td>Monday-Friday, November 12-16</td>
<td>Advising Week: First-year students will schedule a pre-</td>
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<td>registration meeting with their faculty advisor</td>
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<td>Monday, November 19-Friday, November 21</td>
<td>Direct Enrollment: First-Year Registration</td>
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<td>Wed, November 21-Fri, November 23</td>
<td>Thanksgiving Holiday</td>
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<td>Monday, November 26</td>
<td>Add/Drop/Swap opens at 12:01am, ends Wednesday, January 22, 2019.</td>
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<td>Tuesday, December 11</td>
<td>Last Day of Classes for Emory College</td>
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<tr>
<td>Thurs, December 13-Wed, December 19</td>
<td>Final Exams</td>
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<td>Thursday, December 20</td>
<td>Residential Hall Close</td>
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<td>Saturday, December 22</td>
<td>AP/IB and transfer credits must be posted by the Office of Admissions</td>
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<td>Sunday, January 10</td>
<td>Residence Hall Open 10:00am</td>
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<td>Monday, January 21</td>
<td>Martin Luther King Holiday-No Classes</td>
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<td>Tuesday, January 22</td>
<td>Add/Drop/Swap Ends</td>
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<td>Thursday, January 31</td>
<td>Deadline for Letter Grade/Satisfactory-Unsatisfactory Changes</td>
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<td>Friday, March 1</td>
<td>4:00pm: Partial Withdrawal Deadline Without Academic Penalty</td>
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<td>Monday, March 11-Friday, March 15</td>
<td>Spring Break</td>
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<td>Friday, March 29</td>
<td>4:00pm: One-Time Partial Extended Withdrawal Deadline</td>
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<tr>
<td>Monday, April 1-Friday, March 5</td>
<td>Advising Appointment with Faculty Advisor</td>
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<td>Monday, April 8-Wednesday, April 10</td>
<td>Direct Enrollment Appointment: Rising Sophomores</td>
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<td>Monday, April 15</td>
<td>Add/Drop/Swap Opens, Closes July 26th Reopens, August 28th-September 4th.</td>
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<tr>
<td>Monday, April 29</td>
<td>Last Day of Classes for Emory College</td>
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<tr>
<td>Thursday, May 1-Wednesday, May 8</td>
<td>Final Exams</td>
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<tr>
<td>Monday, May 13</td>
<td>Commencement</td>
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Program and Policy Changes for 2017-2018

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

- **New Minor**
  - Quantitative Sciences Minor: Starting Fall 2018, a minor in Quantitative Sciences will be available through Emory College's Institute for Quantitative Theory and Methods.

- **Changes to Existing Programs**
  - Mathematics and Computer Science: This year, the department of Mathematics and Computer Science will reorganize into two separate departments, the department of Mathematics and the department of Computer Science. This change will not affect the current curriculum.

- **Policy Changes**
  - Readmission Policy: The Readmission Policy has been revised so that students wishing to return to the College after an absence of five or more years must petition the Committee on Academic Standards (CAS) for approval. Students readmitted after a five-year period of absence will be subject to the current degree requirements of Emory College of Arts and Sciences as well as the current requirements of any major or minor program that the student has declared.
  - AP/IB/Transient Study: For entering first-year students, a combined 18 hours of credit may be granted for the following types of credit: AP/IB or other test credits (maximum of 12 credit hours), other college credits earned prior to matriculation that do not count towards the secondary school diploma, and transient study credits.
  - Makeup Class Policy Due to Inclement Weather Cancellations: When the University is closed for 1-2 days due to inclement weather, instructors may choose to continue instruction utilizing an alternative format. When the University is closed for 3+ days in a semester, the Dean of Emory College will notify students and faculty that the College Makeup Schedule will take effect, which will include making up classes on designated weekends, the dates of which will be announced at the beginning of the semester.
**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>Jessi Nalbantyan</td>
<td>404-727-6847</td>
</tr>
<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>Barbara Shannon</td>
<td>404-727-6294</td>
</tr>
<tr>
<td>Biology</td>
<td>Kathleen Campbell</td>
<td>404-727-2937</td>
</tr>
<tr>
<td>Business School</td>
<td>Jessica Lowy</td>
<td>404-727-2713</td>
</tr>
<tr>
<td>Catholic Studies</td>
<td>Judy Raggi-Moore</td>
<td>404-727-4566</td>
</tr>
<tr>
<td>Center for the Study of Human Health</td>
<td>Jill Welkley</td>
<td>404-727-4093</td>
</tr>
<tr>
<td>Chemistry</td>
<td>Matthew Weinschenk</td>
<td>404-727-6522</td>
</tr>
<tr>
<td>Chinese</td>
<td>Yu Li</td>
<td>404-727-1888</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</td>
<td>404-727-0885</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>Laura Hunt</td>
<td>404-727-6427</td>
</tr>
<tr>
<td>Economics</td>
<td>Office</td>
<td>404-727-0330</td>
</tr>
<tr>
<td>English</td>
<td>Mandy Suhr-Sytsma</td>
<td>404-727-6407</td>
</tr>
<tr>
<td>English</td>
<td>Eric Canosa</td>
<td>404-712-6670</td>
</tr>
<tr>
<td>Environmental Sciences</td>
<td>Kathy Green</td>
<td>404-727-9504</td>
</tr>
<tr>
<td>Film Studies and Media Studies</td>
<td>Michele Schreiber</td>
<td>404-727-4452</td>
</tr>
<tr>
<td>French</td>
<td>Lilia Coropceanu</td>
<td>404-727-7578</td>
</tr>
<tr>
<td>German Studies</td>
<td>Marianne Lancaster</td>
<td>404-727-1032</td>
</tr>
<tr>
<td>Greek Studies</td>
<td>Katrina Dickson</td>
<td>404-727-7939</td>
</tr>
<tr>
<td>Department</td>
<td>Name</td>
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<tr>
<td>----------------------------------</td>
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</tr>
<tr>
<td>Health and Physical Education</td>
<td>John Ridgway</td>
<td>404-727-6527</td>
</tr>
<tr>
<td>(Play 4 Life)</td>
<td></td>
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</tr>
<tr>
<td>Hebrew</td>
<td>Pazit Kahlon</td>
<td>404-712-5031</td>
</tr>
<tr>
<td>Hindi</td>
<td>Brajesh</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>ILA (IDS &amp; AMST Majors)</td>
<td>Peter Wakefield</td>
<td>404-727-9659</td>
</tr>
<tr>
<td>International Studies</td>
<td>Hubert Tworzecki</td>
<td>404-727-2244</td>
</tr>
<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>
</tr>
<tr>
<td>Italian Studies</td>
<td>Simona Muratore</td>
<td>404-727-5898</td>
</tr>
<tr>
<td>Japanese Studies</td>
<td>Noriko Takeda</td>
<td>404-727-2418</td>
</tr>
<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>
<td>404-727-6428</td>
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<tr>
<td>Latin</td>
<td>Katrina Dickson</td>
<td>404-727-7939</td>
</tr>
<tr>
<td>Linguistics</td>
<td>Marjorie Pak</td>
<td>404-727-8077</td>
</tr>
<tr>
<td>Math</td>
<td>Steven La Fleur</td>
<td>404-727-0885</td>
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<tr>
<td>MESAS</td>
<td>Ofra Yeglin</td>
<td>404-727-0414</td>
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<td>Rkia Cornell</td>
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<td>Pazit Kahlon</td>
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<td>MESAS-Hindi</td>
<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>
</tr>
<tr>
<td>MESAS Tibetan</td>
<td>Tsepak Rizgin</td>
<td>404-712-2099</td>
</tr>
<tr>
<td>Music</td>
<td>Melissa Cox</td>
<td>520-370-3593</td>
</tr>
<tr>
<td>Neuroscience &amp; Behavioral Biology</td>
<td>Leah Roesch</td>
<td>404-727-4589</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>Michael Sullivan</td>
<td>404-727-7966</td>
</tr>
<tr>
<td>Physics</td>
<td>Tom Bing</td>
<td>404-727-0767</td>
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<tr>
<td>Political Science</td>
<td>Genevieve Reavis</td>
<td>918-533-6549</td>
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<td>Hubert Tworzecki</td>
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<td>Portuguese</td>
<td>Ana Catrina Teixeira</td>
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<td>Psychology</td>
<td>Lorenza Houser</td>
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<td>REALC</td>
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<td>Vera Proskurina</td>
<td>404-712-8727</td>
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<td>Religion</td>
<td>Ellen Gough</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</td>
<td>Jennifer Feldman</td>
<td>404-727-3584</td>
</tr>
<tr>
<td>Spanish and Portuguese</td>
<td>Robyn Clarke</td>
<td>404-727-6186</td>
</tr>
<tr>
<td>Summer Study Abroad</td>
<td>Main Office</td>
<td>404-727-2240</td>
</tr>
<tr>
<td>Theatre Studies</td>
<td>Aaron Mayer</td>
<td>641-451-0376</td>
</tr>
<tr>
<td>Theatre Studies</td>
<td>Sara Culpepper</td>
<td><a href="mailto:swards@emory.edu">swards@emory.edu</a></td>
</tr>
<tr>
<td>Tibetan</td>
<td>Tsepak Rigzin</td>
<td>404-712-2099</td>
</tr>
<tr>
<td>Women's, Gender, and Sexuality Studies</td>
<td>Calvin Warren</td>
<td>404-727-6474</td>
</tr>
</tbody>
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Academic Requirements, Advising and Support Services

While our first-year students are getting used to Emory policies and requirements, we hope that one day they will graduate. This section will outline Graduation Requirements, General Education Requirements (GERs) and First-Year Requirements.

All requirements are listed in the College Catalog under the Academics Tab. In addition, this section highlights advising and support services that will help students thrive at Emory. We have also collected advising resources from academic departments, the Office for Undergraduate Education and Campus Life that you may use with your first-year advisees.

Graduation Requirements

To complete a degree from Emory College, students must manage their academics requirements. The graduation requirements are also listed in the College Catalog and outline that students must:

- Complete a minimum of 127 hours
  - 124 Academic Credits
  - 2 courses in physical education
  - 1 course personal health (HLTH 100)
- Complete a minimum of 32 academic courses (3 credits or more)
- Complete one major
  - May complete two majors OR
  - May complete one major and one minor
- Maintain a cumulative GPA > 1.9 (2.0 in Senior Year)
General Education Requirements (GERs)

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.

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<th>Area 2</th>
<th>Area 3</th>
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<th>Area 5</th>
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<td>First-Year Writing Requirement</td>
<td>Continued Writing Requirement</td>
<td>Math &amp; Quantitative Reasoning</td>
<td>Science, Nature, Technology</td>
<td>History, Society, Cultures</td>
<td>Humanities, Arts, Performance</td>
<td>Personal Health</td>
<td>Physical Education &amp; Dance</td>
<td>Pre-Major Advising and Connections at Emory</td>
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</table>

First-Year Seminar (Fall or Spring)
First-Year Seminars do not count toward your major or minor, so use this course as an opportunity to explore a topic you’re interested in learning more about. About half of the class will enroll in a First-Year Seminar this fall. If your schedule does not permit or you don’t find a topic that jumps out at you, there will be space for you in the spring.

First-Year Writing (Fall or Spring)
This can be fulfilled by AP/IB credit, previous college credit, or specific Emory courses: English 101, English 181 or Comparative Literature 110. If you don’t have test credits, try to enroll this fall. If your schedule does not permit, there will be space in the spring.

Health 100 (Fall Only)
This course provides students the opportunity to become involved in a personalized approach to health and well-being with strategic approaches for the implementation of a healthy lifestyle.

First-Year Requirements and Course Loads

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 courses by subject, by department by GER or by View for First-Year Students

- PACE 101: Fall semester only
- Health 100: Fall semester only
- First-year writing requirements: AP/IB, Fall, Spring, or summer semesters and other credits
- First-year Seminars: Fall or Spring semesters
As indicated in the advising checklist, here are some other advising tips for working with first-year students.

- First year students should enroll in 16-19 credits including PACE 101 and Health 100
- 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 be finished in their first year
- 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:**

- 16-19 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

**AP, IB, and Other Credit**

All Advanced Placement (AP) and International Baccalaureate (IB) credit and any other college credit must be submitted and recorded on the student's official transcript no later than the last day of the Fall 2018 Semester. Here are the policies in brief, which may also be reviewed in the College Catalog under the Academics Tab. For entering first-year students, a combined 18 hours of credit may be granted for the following types of credit: AP/IB or other test credits (maximum of 12 credit hours), other college credits earned prior to matriculation that do not count towards the secondary school diploma, and transient study credits.

- No student will receive both AP and IB credit for the same course.
- Emory College will grant acceleration credit for courses beyond the 18 (12 AP/IB or International Exam) credit hours, but no additional credits will be given and no additional GERs will be fulfilled.
- If student has more than 18 (12 AP/IB or International Exam) eligible credit hours, all courses will post on the transcript. Students may need help determining which courses to count for credit versus placement. If a student is using a class for a GER, it must be for credit. Most courses used for majors/minors should also be used for credit.
- Students earning credit in Emory College on the basis of AP or IB examinations should consult with the appropriate college department regarding the course level at which to continue their study of those subjects at Emory.
- Students will work with the Office of Admission to “swap” courses in which they would like to receive credit. Eligible scores beyond the limit may be used for advanced standing/placement.
- All previous credits, AP/IB, International Exams or college credits must be submitted to the Office of Admission by the last day of their first Fall semester - NO EXCEPTIONS
- Students will be allowed to drop or swap previously earned credits AFTER their first semester.
- If a student has questions, email admission.processing@emory.edu

**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.

**Department Advising Tips**

*View 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)

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/](http://college.emory.edu/oue/)
- General Advising Questions-Email: oue.advising@emory.edu
- Academic advising appointments for students are scheduled online. New system coming Fall 2018.
- Academic Concern/Form for faculty: Complete an academic concern form for any students or advisees:
  - [http://success.emory.edu/SIS/referral.html](http://success.emory.edu/SIS/referral.html)
### Who's Who in OUE

**Joanne Brzinski**  
Senior Associate Dean for Undergraduate Education

**Andrea Lentz**  
Assistant to Dean Brzinski

<table>
<thead>
<tr>
<th>Academic Advising &amp; Resources</th>
<th>Academic Programs &amp; Faculty</th>
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</table>
| **Dean Shari Obrentz**  
*New Student Programs*  
Michael Toney  
Tina McDowell  
Frank Gaertner  
Blaise Boleson  
*Emory Scholars*  
Lydia Soleil  
Catie Miller  
Edmund Goode  
Abigail Holst  
*Pre-Health Advising*  
(formerly PHMO)  
Don Batisky  
Kim Molee  
Mallory Joynt  
Anil Shetty  
Susan Pak  
**Dean Dan Dillard**  
*Academic Support*  
Tammy Kim  
Merideth Ray  
Jane O’Connor  
Levin Arnsperger  
Mandy Suhr-Sytsma  
Ellen Torrence  
**Academic Advising**  
Elizabeth Morrison  
Rebecca Rego  
Aileen Taylor  
(degree apps)  
Kimber Clark  
Alice Rollins  |
| **Dean Jason Ciejka*  
Honor Council**  
Blaire Wilson  
**Curriculum/Honors Program**  
Carlee Beard  
----------  
**Dean Cora MacBeth*  
Science Education & Dual Degree Programs**  
Megan Friddle  
Liz Alexander  |
| **Affiliated Programs**  
**Undergraduate Research**  
Cora MacBeth  
(interim)  
Rachel Diamond  
Brenda Nix  
**Writing Program**  
(with Dave Fisher)  
Alexis Hackney  
Daniel Bosch  
Dave Morgen  
Heather Julien  
Joonna Trapp  
Sheila Teftt  
**Bobby Jones Program**  
Vacancy  |

### OUE Operations

**Amy Stalzer, Director of Operations**

| Student Records  
Priscilla Echols  
Charrie Collins  
Gerald Mosley  
Lydia Castle  
Margaret Burks  |
|---|
| Office Operations  
Beth Jones, Finance  
Margaret Burks, HR  
Steve Savage, Communications  
Emily Wolfe, Events  
Vacancy, Data Analysis  |
| Intake and Referrals  
Alethia Snipes  
Vacancy (Advising)  |
**Academic Advising**

The Office for Undergraduate Education wants to ensure students are on track academically and available to assist in situations where students have run into unexpected difficulties. Our advising team will work with students on routine academic matters— including course planning and degree progress, through to challenges and concerns that could hinder academic progress (including medical and personal situations). The advising team will work with any student to determine the best course of action for them in their situation.

To schedule an appointment with one of our team, students should use our online [online scheduling tool](#) (new in Fall 2018). Alternatively, students can e-mail us at [oue.advising@emory.edu](mailto:oue.advising@emory.edu).

**Advising Team**

<table>
<thead>
<tr>
<th></th>
<th>International F-1 Students: Frank Gaertner</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>A-E: Rebecca Rego</td>
</tr>
<tr>
<td></td>
<td>F-N: Kimber Clark</td>
</tr>
<tr>
<td></td>
<td>O-W: Alice Rollins</td>
</tr>
<tr>
<td></td>
<td>X-Z: Aileen Taylor</td>
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</tbody>
</table>
Academic Support Services
The OUE offers academic support services to Emory College undergraduate students. The programs are designed to meet a broad range of immediate and long-term academic needs. Some Emory College students have never needed or used academic support services before. Recommendations to these resources can help normalize asking for help. Many of our strongest students use support services.

The OUE Academic Support Services Include:

- Academic Coaches: The Academic Coaches Program is a peer-led academic support resource designed to facilitate the development of a wide array of study skills in the undergraduate population. During an appointment with an Academic Coach, students can anticipate working on time management, test-taking, and note-taking skills while being reintroduced to other student development resources available across campus. Appointments can be scheduled through ASST.

- Academic Fellows: The Academic Fellows Program provides upper-class student mentors to first-year international students. The mentors provide links to the wide array of resources on campus and also help international students understand the culture of Emory College.

- Learning Specialist: Consultations address issues of time management, study and organization skills, and a variety of special needs.

- Tutoring: EPASS Tutoring is designed to provide content specific support while fostering the development of the independent learner. Any students enrolled in Emory College courses that are supported by EPASS is eligible for 2 hours of peer tutoring per week.


- The Writing Center: The Writing Center offers support for writers with varying skills and abilities (struggling and experienced). Students may schedule appointments or visit during walk-in hours.

Contact Information

- EPASS (Tutors and Mentors): Tammy Kim, Senior Associate Director, tammy.j.kim@emory.edu
  o Main Office: E301 Math & Science Bldg
  o Appointments: http://emory.edu/asst/
  o Website: http://college.emory.edu/oue/student-support/epass

- Learning Specialist and Academic Coaches: Merideth Ray, Associate Director, merideth.ray@emory.edu
  o Main Office: E301 Math & Science Bldg
  o Appointments: http://emory.edu/asst/
  o Website: http://college.emory.edu/oue/student-support/epass

- The Writing Center
  o Mandy Suhr-Sytsma, Director, writingcenter@emory.edu
  o Main Office: 212 Callaway North
  o Website: http://writingcenter.emory.edu/
**Emory College ESL Program**

The English as a Second Language (ESL) Program supports students in Emory College for whom English is an additional language.

ESL Program Services Include:
- The Emory English Assessment (EEA)
- ESL Supported Courses
- An ESL Tutoring Program

The Conversation Partners Program (in collaboration with the Center for the Advancement of Student Agency and Advocacy (CASA2)

**Emory English Assessment (EEA)**
Most international students who speak English as their second language are required to take the Emory English Assessment (EEA) during the summer.
- The purpose of the EEA Test is to understand each student's writing style and ability.
- Information from the test is used to direct students to appropriate courses and resources for English language learners.

**ESL Supported Courses**

*ENG101 Expository Writing*
A permission-only course that fulfills Emory College's First Year Writing Requirement (FWRT). Students are invited to enroll via email by the ESL Program course based on the results of the EEA and through the guidance of ESL Program staff. This course is open to new or transfer students who took the EEA and need to fulfill their first-year writing requirement.

*ENG123 Communicative Grammar*
A permission-only, 1 credit hour required grammar lab course that supplements ENG101. All students registered in an ESL Program ENG101 course must also be registered in an ENG123 course during the same semester. This course is also open to Korean military returnees and international transfer students who are not in ENG101 but wish to work on sentence-level mechanical and grammatical challenges that are common among college-level English language learners.

*ENG221 Advanced Writing*
A permission-only course that fulfills Emory College's Humanities, Arts, and Performance Writing Requirement (HAPW). This course is open to new or transfer students who took the EEA and have completed their first year writing requirement, Korean military returning students, and students who have already taken ENG101 with ESL support.

*AMST201 Introduction to American Studies:
This course fulfills Emory College's HAPW requirement. This course is available in the summer to new or transfer students who took the EEA and have completed their first year writing requirement, Korean military returning students and students who have already taken ENG101 with ESL support. Students are expected to complete a variety of writing and
communication projects designed for an online learning environment, which allow them to
demonstrate advanced skills in writing, research, presentation, and critical thinking. ESL
Program online courses additionally offer focused attention on writing and communication
challenges common among advanced college-level English language learners.

Online Courses – Summer Session
- The ESL Program has to approve and manually register students into ESL Program courses –
  they cannot self-register or be enrolled by another Emory College office.
- ESL Program courses appear on transcripts in the same way as the non-ESL sections of those
courses (i.e., the course section or any reference to “ESL” does not appear).

Tutoring and Writing Support for Non-Native Speakers
- ESL Tutoring is available for help with writing, speaking, and multimodal assignments
  associated with Emory College courses.
- Any undergraduate enrolled in an Emory College course who is a non-native speaker of
  English may use the service.
- ESL tutors are undergraduate students trained in helping ESL students develop their
  academic language skills.
- ESL students may schedule a maximum of 2 (50-55 minutes) ESL tutoring appointments each
  week from
  - Sunday-Saturday.
- Students can make appointments via ASST. For more information, visit the website of the
  ESL Program (see below).

Conversation Practice
Students seeking conversation practice can participate in the Conversation Partner Program (CPP).
Interested students can contact Student Involvement, Leadership, and Transitions (SILT).

Emory College ESL Program
Contact Information
ESL Program
Main Office: 404-727-5300,
oue.esl@emory.edu

Jane O’Connor, Director of ESL Program, Emory College,
jcoconn@emory.edu
404-727-7944

Levin Arnsperger, Assistant Director of the ESL Program,
levin.arnsperger@emory.edu
404-712-1420
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 student’s observed or reported behavior
- Significant changes in 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: [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://studenthealth.emory.edu/cs](http://studenthealth.emory.edu/cs)

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
- General Questions: Housing/Residence Life, Raoul Hall, 404-727-7631
- Website: [http://emory.edu/HOUSING](http://emory.edu/HOUSING)
Undergraduate Degrees Outside of ECAS (Dual Degree with GA Tech Goizueta BBA & School of Nursing BSN) and Advising for Post-Graduate Programs (Pre-Health and Pre-Law)

Many Emory College students are interested in tracks outside of Emory College via both undergraduate and graduate programs. Because all of our students begin in Emory College, we offer the opportunity for students to complete pre-requisites and receive additional advising for these specialized areas. The three undergraduate degrees we will cover are: Business, Dual Degree (Engineering with Georgia Tech) and Nursing. In addition, we will share Pre-Health and Pre-Law resources for students interested in pursuing graduate work after finishing their Emory degree.

Goizueta Business School
The Goizueta Business School of Emory University offers an undergraduate program through which students earn a Bachelor of Business Administration degree (BBA). Students must complete pre-requisite courses and a number of GERS which are listed on the Academic Requirements page before eligible to apply for entry.

General Advising
- The BBA Program Office has drop-in advising hours every day (https://community.bus.emory.edu/program/PreBBA/Pages/Academic-Advising.aspx)
- Business pre-requisites may be taken in any order – the number designations do not imply difficulty of the course.
- The pre-requisites are intended to be spread out between the first 3 or 4 semesters at Emory.
- The Business School prefers students earn a “C” grade instead of withdrawing “W” from a course.
- Students should not repeat coursework because of a low grade. The Business School wants to see how students will perform with new information.
- The Business School values strong performance with a full course load. All students should maintain at least 4 full academic classes (between 3-5 credit hours each) per semester. Students applying for regular admission should take 5 classes in a semester at least once to demonstrate their ability to handle this course load.
- When searching for courses in OPUS, also be sure to select “undergraduate business” from the Course Career drop down. Typically, this drop down box will automatically default to “undergraduate college” for all College students. Business School pre-reqs in the Business School are listed as follows:
  - FIN 201 (Business Economics)
  - ACT 210 (Financial Accounting)
  - ISOM 350 (Data and Decision Analytics)
  - ACT 211 (Managerial Accounting this is a core, but you can enroll in it directly if you’ve already taken BUS 210. You should NOT enroll in 210 and 211 concurrently.)

Coursework
- Pre-requisites may be found here: https://community.bus.emory.edu/program/PreBBA/Pages/AcademicRequirements.aspx
- If students are considering majoring in Economics, they should take Micro/Macro (Econ 101/112) in the College instead of Business Economics (FIN 201) in the Business School.
• If a student has AP credit for either Micro or Micro Economics, they should take whichever one they are missing (Micro or Macro) in the College and not Business Economics.
• If a student has IB Higher Level Economics credit, this satisfies the entire Economics prerequisite, even though the College grants credit for Micro only (i.e. students with IB Higher Level Econ credit do not need to take Macro).
• Students need to demonstrate strong writing skills in their first-year and continuing writing requirement courses. It is preferred students take their CWRT courses in the humanities and social sciences instead of in foreign languages or through the ESL program.

Applying
• Students must have reached junior status and completed prerequisites by matriculation. Students need 56 credit hours to apply early and 60 to apply regularly, and these credit hours exclude PE, PACE, and Health 100.
• Students should participate in a diverse range of activities on-campus.
• Applications for early admission are due Oct. 1 and applications for regular admission are due Feb 15th.

Contact Information
• Goizueta Business School, 404-727-8106,
• 1300 Clifton Road, Suite 307
• Jessica Lowy, Director of Admission, jlowy@emory.edu, 404-727-2713, GBS 310
• Pre-BBA Website: https://bus.emory.edu/prebba

Dual Degree Programs in Engineering with Georgia Institute of Technology
In cooperation with the Georgia Institute of Technology (Georgia Tech), Emory College of Arts and Sciences (Emory College) offers a joint education path, referred to as the Dual Degree program. The Dual Degree program leads to a bachelor of arts, or a bachelor of science, degree awarded by Emory College and a bachelor of science in engineering awarded by Georgia Tech.
• Interested students should PLAN EARLY and schedule an appointment with the Dual Degree Academic Advisor during their first year.
• The Dual Degree Academic Advisor will help students develop a program to complete both the general education and the pre-engineering requirements. The pre-requisite courses you take for the Dual Degree program will depend on the intended major at Georgia Tech.
• The Dual Degree Academic Advisor will help students and their major advisors develop a plan to complete all major requirements before transferring to Georgia Tech.
• Students will not study at Emory and Georgia Tech at the same time (program is sequential).
• Students must earn a 3.0+ cumulative GPA and 3.0+ Math/Science GPA during their tenure at Emory to remain qualified for the program.
• Student must apply to Georgia Tech for transfer in their final semester of study at Emory.
• Students will need a GPA of 3.3 for some majors at Georgia Tech.

Contact Information (Emory College)
• Cora MacBeth, Assistant Dean, 404-727-5331
• 300 White Hall, Office for Undergraduate Education
• http://college.emory.edu/dual-degree/engineering/
Emory School of Nursing (SON)

Students interested in earning a bachelor's of science in nursing may gain automatic entry into the Emory's School of Nursing school after completing a minimum of 60 credit hours, specified pre-requisite courses and maintaining 3.0 cumulative/2.8 science/math GPA. There is also a Dual Degree program that allows students to complete a BA or BS in the College and a BSN in the SON.

- Students should schedule an appointment with a Pre-Health Advisor AND the Nursing School advisor for completion of Nursing School requirements. Pre-Health advisor can also discuss difference between the BSN and Dual Degree programs.
- All pre-requisite can be found on the SON (http://www.nursing.emory.edu/admission-and-aid/bsn-programs/emory-oxford.html)
  - Students will need to start with at least one Science in the fall (depends on AP/IB credits). Note Chemistry 150 and Biology 141 are ONLY offered in fall or summer.
  - All NURS courses need permission numbers from the SON Registrar. Email nursingregistrar@emory.edu
  - NURS 101 (not a pre-req) is a great course to explore the Nursing field
  - NURS 201 and 202 do not need to be taken sequentially
- Students may apply and be admitted to the SON while the prerequisites are in progress.
- All required courses must be completed before enrolling in the BSN program in the Fall semester.
- Graduates of the SON are eligible to take the NCLEX examination to become a Registered Nurse in any US state.
- The Nursing School begin accepting application in September with a priority deadline in January 15th.
- Students whose GPA is less than a 3.0 cumulative and 2.8 science/math will be required to have an extensive review of preparation by the Admission Committee and will not be guaranteed admission into the School of Nursing.

Contact Information

- Nursing School, Main Office, 1520 Clifton Road, 404-202-727-7980
- Megan Norfleet, megan.norfleet@emory.edu
- Website: http://nursing.emory.edu/admission/programs/bsn

Pre-Health Advising (Previously PHMO)

About 50% of incoming first-year students indicate an interest in a career in healthcare. Pre-Major Faculty Advisors should encourage students meet with a Pre-Health Advisor early and regularly. Emory does not have a “pre-health” major, so students should become familiar with the pre-requisites needed for their specific graduate programs, and complete a major that is of interest to them.

When Thinking About Majors or Minors and Careers

- Explore different academic areas across the Liberal Arts Many pre-health students choose majors in the natural sciences. Any major is possible and our pre-health students have MANY interests
- Explore different careers in healthcare (even if they think they are sure)

Starting Science Courses
- Not sure whether to start with one or two science courses, student should complete the Emory College Chemistry Prep (ECCP), and bring the “topics per hour” completion rate to a Faculty member in Biology, Chemistry to determine placement.
- If student wants to start with one lab science, and has no AP/IB credits, it is recommended to start with Chemistry 150 and lab.
- If your student is interested in majoring in Biology, Chemistry or NBB, the faculty in these departments advise that students begin their academic career by completing two semesters of Chemistry (150 or AP/IB equivalent and 202) and Introductory Biology (141 or AP/IB equivalent and 142) by the end of the first year at Emory. This may look different for students who come in with AP/IB or other college level credits in Biology or Chemistry.
- AP/IB Biology: If using AP/IB Biology credit, student needs to enroll in Biology 141 Lab this fall. If not using AP/IB Biology Credit, take Biology 141 lecture and lab this fall.
- AP/IB Chemistry: If using AP/IB Chemistry credit, student can take Chem 202z and lab this fall OR no chemistry in the fall and Chemistry 202 and lab in the spring. If do not have or will not use AP/IB Chemistry credit, take Chemistry 150 and lab this fall (Emory College Chemistry Prep (ECCP) is REQUIRED).

When Selecting Course Loads
- Start by reviewing the PHA website and the “healthcare tracks” tab for pre-requisite lists.
- Reflect on strengths, preparedness, and weaknesses before selecting courses.
- Select a balanced course load. This will differ for each student (one science or two, waiting on math, fitting in all first year requirements).
- Pursue the science curriculum at his/her own pace. Some students are ready to jump in with two lab sciences. Some students need to ease in (look at ECP topics/hour and refer to Chemistry or PHA). It is better to go slowly and do well, then race through and potentially not perform well.
- Please refer students to PHA advisors if they need additional assistance. PHA advisors will hold walk-in hours throughout A/D/S. Appointments can be scheduled beginning September 6. Students will be assigned an advisor by last name (see PHA website).
- Bio and Chem have separate lectures (3 credits) and labs (2 credits). If a student takes both, that is 10 credits.

Contact Information
- Pre-Health Advising, B. Jones Center Suite 204,
  404-727-6040
- Website: www.prehealth.emory.edu
- Email: prehealth@emory.edu

Pre-Law Advising
No academic subject is deemed necessary for success in law school or as a lawyer. Therefore, law schools do not have any academic pre-requisites for admission.

Coursework
A few strategies for selecting first-semester courses:
- Take courses that will help you complete some General Education Requirements (GERs)
- Take introductory courses in disciplines that you are considering for a major track
- Take courses that seem interesting to you based on their subject matter
Additional Resources
To best prepare for law school, we encourage students to take a wide variety of classes. Students should visit the Pre-Law Advising section of the Career Center website.

- For a complete statement on pre-law preparation from the American Bar Association, please visit the ABA's website on Pre-Law Preparation:
  http://americanbar.org/groups/legal_education/resources/pre_law.html
- For a complete statement on pre-law preparation from the American Bar Association, please visit the ABA's website on Pre-Law Preparation:
  http://americanbar.org/groups/legal_education/resources/pre_law.html.
- Students should register as pre-law with the Pre-Law Advising Office to ensure that they are in the Pre-Law email list to receive all communications from the Pre-Law Advisor. Pre-Law registration is done annually, and can be accessed via the Pre-Law Advising Office website at www.prelawadvising.emory.edu.

Contact Information
- University Pre-law Advisor: Rodia Vance, MS, JM, rodia.vance@emory.edu
- Pre-Law Advising Office: The Career Center, 200 B. Jones Center, 404-727-6211
- Website: http://prelawadvising.emory.edu
Additional Academic Opportunities and Resources

Atlanta Regional Council for Higher Education (ARCHE)
The Atlanta Regional Council for Higher Education (ARCHE), also known as Cross Registration, allows students in good standing and with the permission of the college dean (OUE) to take a course at a member institution that may not be offered at its home institution.

- ARCHE is only an option for courses NOT offered at Emory (this is not for students who cannot enroll in a course during a particular semester)
- The application is online
  http://registrar.emory.edu/_includes/documents/sections/registration/ARCHE_Application_09202010.pdf
- Deadlines: July 15th for Fall semester and November 15th for Spring semester. Emory does not participate in summer cross registration.
- Participating state schools require immunizations prior to enrollment.
- Courses must be taken for a letter grade. Students will receive only receive credit on their Emory transcript. No GER credits will be awarded.
- Details and the list of schools can be found on the website.
- Students will need signatures from an OUE Representative (OUE Advisor can sign-off)

Contact Information
- Registrar Office, 100 B. Jones Center, 404-727-6042
- Registrar Office Website - ARCHE: http://registrar.emory.edu/Students/arche.html

Career Center
The goal of the Emory University Career Center is to advise and assist undergraduate students about career decision-making, employment opportunities, academic programs and internships that will enhance their skill set. They assist and develop relationships with employers and graduate schools wishing to recruit our students and alumni. The Career Center provides the tools necessary for students to succeed through counseling, workshops, mock interviews, panels, employer recruiting & development, pre-professional advising, alumni relations, internships, self-assessment and career research.

- Encourage students to visit the Career Center to familiarize themselves with the resources, services and staff. (Students will have a PACE session led by the Career Center and attend at least one Career Center event during the Fall).
- Students can make an appointment with a career counselor in the first year
- Self-Assess: Students can engage in self-assessment through one-on-one advisement, online assessments (MBTI and Strong Interest Inventory), card sorts, and other activities.
- Students should enhance their Emory experience by pursuing extra-curricular opportunities.
- Students can work with a career counselor to create an effective résumé and cover letter, as well as acquire skills necessary for a successful interview or networking engagement.
- With Handshake, students can create an online profile. The online career services management system allows students to research and apply to jobs and internships. The calendar function of the database post information on workshops, career panel discussions, career fairs and on-campus interviewing.
Students can attend a Career Center sponsored workshops during the academic year. All first-year students will be required to attend a Career Center event and complete a reflection activity during the fall semester.

Contact Information
- The Career Center, 200 Dowman Drive, 404-727-6211, careercenter@emory.edu
- Website: http://career.emory.edu/

Emory College Summer Independent Internship Credit Option

INTERN 496:
Students can pursue an academic internship through the OISP Independent Internship option: Emory College Summer Independent Internship INTERN 496 credit. The 1 credit course provides an opportunity for students to earn academic credit in a field related to their course of study.
This option enables students to:
- Design their own internship experience (utilize Emory Career Center and/or other networks to find an internship)
- Pay $50 processing fee total
- Tuition for 1-credit is assessed. The tuition waiver is applied. No additional cost to the student.
- Enroll in INTERN 496 (1 credit) during the summer term
- Obtain approval letter to provide to the employer that documents student is earning academic credit for the internship
- For international students only: whether your internship is paid or unpaid, you should work with your ISSS advisor to obtain work authorization in advance, if eligible.
- Have academic internship credit denoted on the Emory College transcript
- Earn 1-credit towards total hours needed to graduate

INTERN 497
Students can pursue an academic internship through the OISP Independent Internship option. Emory College Summer Independent Internship course INTERN 497: Advanced Practicum for the Major.
This option allows for students to:
- Design their own internship experience (utilize Emory Career Center and/or other networks to find an internship)
- Obtain approval letter to provide to the employer that documents student is earning academic credit for the internship
- Have academic internship credit denoted on the Emory College transcript
- Earn 1-credit towards total hours needed to graduate
- The internship must take place between May 15 - August 10, 2018. Exact dates can vary as long as they are in this time range.

Academic Internships
Office of International and Summer Programs (OISP)
Emory University
Candler Library, Suite 200
Office of International and Summer Programs: Study Abroad
Emory College Study Abroad is dedicated to fulfilling Emory College's commitment to internationalization through study abroad. In collaboration with Emory faculty, Emory College Study Abroad develops, promotes, and administers programming for undergraduate students that encourages both intellectual and personal growth through challenging scholarship and cultural engagement. Its services support students and faculty before, during, and after the study abroad experience in order to ensure that study abroad is an essential part of an Emory College education.

- The Summer Study Abroad Fair will be held in mid-November.
- Applications for Summer Study Abroad open in mid-December. It is strongly recommended that students apply early.
- To be eligible for Summer Study Abroad Programs, students must have a GPA of 2.5 or higher to participate and be in good academic standing.
- Some Summer Study Abroad programs may require a higher GPA.
- Some Summer Study Abroad courses may fulfill majors, minors or GERs requirements.
- The Semester Study Abroad Fair is held each year in mid-September.
- The rules for International Transient Study for international students are the same as Domestic
- Transient Study, but approved through the Study Abroad Office.

Contact:
- Emory College Study Abroad, Candler Library, Suite 200, 404-727-2240
- Study Abroad Advising: http://studyabroad.emory.edu/contact/advising/index.html
- International Transient Study Information: http://studyabroad.emory.edu/programs/transient/

Office of International & Summer Programs: Summer Programs on Campus, Maymester & Emory College Online
Summer School at Emory is an opportunity for students to get ahead or prepare for the next step in their academic careers. Many undergraduates use the summer to complete GERs, preprofessional or major requirements, explore a course in an area of interest or possible major, or prepare for study abroad. During the summer, Oxford and Emory students' academic experience is enhanced by the presence of visiting students from other colleges and universities.

Emory College Summer School Offers Three Summer Terms
- Maymester: three-week session that begins immediately following graduation
- Summer Session 1: six week session beginning in mid-May
- Summer Session 2: Six week session beginning at the end of June, and Courses are offered on campus and online.

Registration on OPUS for Emory College Students Begin in Early February for All Three Terms
Emory College students do not need to complete an application for summer school. Once enrollment opens, students can register for summer courses in OPUS up until the day before classes begin.

- Students may enroll up to 10 credit hours each six week session. Student may not enroll in Maymester and Summer Session 1.
- If students change their plans to attend summer school but registered for courses, they must drop the courses on OPUS before the drop/add deadline.
- Financial aid and housing are available during the summer.

Contact Information
- Summer Programs, Emory College of Arts and Sciences, Candler Library, Suite 200, Mollie Korski, 404-727-0671, summerprograms@emory.edu
- Website: http://summerschool.emory.edu/

Domestic Transient Study
Domestic Transient Study gives Emory College of Arts and Sciences students the opportunity to enroll as a guest at another accredited school in the United States (including Puerto Rico and U.S Virgin Islands) during the summer, while receiving credit toward their Emory degree.
- Advisors will receive a copy of their advisee's application through email. Review and consult students, if needed.
- Transient Study courses must be taken for a letter grade at the Host Institution.
- Students must earn a grade of “C” or better to receive credit at Emory.
- Course credit will return to Emory as credit only (not grades).
- Courses and credits will not reflect Emory grades or GPA. If students apply to graduate school programs, they will send additional transcripts to those programs.
- It is recommended that sequential courses be taken at the same institution, such as Spanish 101 and 102.

Contact Information
- Main Office: Domestic Transient Study, Office for Undergraduate Education, 300 White Hall
- Contact: Lydia Stewart Castle, 404-727-7305, lcastle@emory.edu
- Domestic Transient Study Website: http://college.emory.edu/oue/advising/transient-study/

International Transient Study
International Transient Study is for students on F-1 or J-1 visa status, with less than 64 academic credit hours, who seek to return to their country of origin during the summer following their freshman year.

Students who want to complete transient study within the United States (Domestic Transient Study) must submit an application directly to the Office of Undergraduate Education. Students who want to complete transient study outside the United States in their home country must complete the International Transient Study application process with Emory College Study Abroad.

Contact Information
- Office of International and Summer Programs, Candler Library, Suite 200
International Transient Study Website:
http://studyabroad.emory.edu/programs/transient/

National Scholarships and Fellowships Programs
The National Scholarships & Fellowships Program provides information and support for Emory College students, undergraduates enrolled in other Emory University divisions, and recent alumni interested in pursuing nationally competitive merit awards and internal Emory awards.

- These awards fund summer fellowship, undergraduate tuition, graduate tuition, independent research, and professional placements in the US and abroad.
- Many award committees seek candidates who have strengths in multiple areas, including academic achievement, research, service, community engagement, and/or leadership.
- Information sessions that provide information about available awards, eligibility and selection criteria, application procedures and timelines, and advice on becoming a strong applicant.
- Workshops that help students learn more about specific awards and prepare strong applications.
- One-on-one advising appointments that help students determine their eligibility and competitiveness for specific awards, as well as discuss their academic and professional accomplishments and aspirations and identify additional resources on and off campus to enrich their Emory experience.

National Scholarships & Fellowships Program
Office for Undergraduate Education
White Hall, 100A, 100B & 100C
Emory University
301 Dowman Drive
Atlanta, Georgia 30322
404-727-6069 | oue.nationalawards@emory.edu

Undergraduate Research Programs
Undergraduate Research Programs offers many opportunities for students in all majors to engage in research at all stages of their academic career. These opportunities range from actively participating in research to mentoring fellow students along their research journeys. URP also supports graduate students interested in supporting undergraduate research through our graduate fellowships.

Ways to Participate in Undergraduate Research
- Volunteer
- Work-study
- Programs like Research Partners Program and SURE (Summer Undergraduate Research Experiences)
- Directed Study in Major

Research Experiences
- Classroom
- Summer Programs
- Independent Research/Grants
- Internship Research
- Study Abroad Research
- Assistant (credit, pay or volunteer)

**Contact Information**
Website: [http://college.emory.edu/undergraduate-research/index.html](http://college.emory.edu/undergraduate-research/index.html)