

Advising & Class Registration

New Student Handbook



Welcome to Lipscomb University!

We are thrilled to welcome you to the Bison Herd! We hope you are excited to start your Lipscomb experience.

We're here to help you transition to life at Lipscomb as successfully as possible. As a new freshman student at Lipscomb, you will be assigned a class schedule your first semester. Classes are chosen that will help you start on the right path for your selected area of interest and also to help you complete your general education requirements. A faculty advisor will be assigned to you once you are on campus. You and your advisor will partner together to make sure you are completing all your degree requirements as well as talk through how to meet your future goals!

If you are transfer student, you will meet with your advisor before coming to campus to discuss how your credits will transfer into your path at Lipscomb.

Remember--never be nervous to ask questions at any time along the way!

Sandy Anderson

Director, Academic Advising

Advising FAQs

You probably have questions about preparing for college, so let's answer a few that may be common among new students:

What exactly is an advisor? What does an advisor do?

An advisor is simply a professor or, in some cases, a staff member who has agreed to take some of their own time to work with you one-on-one. Their goal is to try and help you determine the best plan for you while you're in college. They should be able to answer basic questions about your academic program, and if they don't know the answer, then they can point you in the right direction to get that answer.

What responsibilities does my advisor have towards me?

Any advisor at Lipscomb should be knowledgeable of school policies and procedures (or refer you for help), able to guide and assist you in the selection of classes (but the ultimate decision in that area is yours), and able to help monitor your progress towards completion of your degree. Keep in mind that progress toward a degree, and navigation of that path, is your responsibility.

How will I find the right advisor?

Your advisor assignment is based upon the information you provided when you responded to the request to verify your academic interest. For students who indicated that they have not selected a major yet, we have a designated team who will provide guidance and direction to undeclared students.

You'll be contacted by your advisor to schedule a time to discuss scheduling during your first semester. If you are prepared with several possible trial schedules, things should move smoothly, potentially leaving time for you to discuss other things relative to your college transition.

What do I need to do in preparation for meeting with my advisor?

- Create at least two trial schedules of classes you'd like to take for each semester, especially since some class sections that you want may fill up before you're able to register.

- Look over the appropriate academic policies and regulations in the catalog at catalog.lipscomb.edu.
- Be familiar with the General Education requirements as explained in the catalog. Also, if you know your major, become familiar with specific requirements in your own area of study. These can be found at the beginning of each departmental section in the catalog. You also can find "sample" degree plans on the academic advising webpage.

I've picked out a major, but what if I change my mind next semester and decide that this isn't what I really want to study?

Once you've taken 57 credit hours, you will need to officially "declare" a major. Until then, you can just think of your "major" as your "area of interest." In other words, if you change your mind about what you want to study, that's not a problem. For now, you're just expressing an area of interest, one that may or may not end up as your major, depending on how good the "fit" is for you. However, keep in mind that certain areas of study (for example, engineering) do require that you start taking classes in the major or specific prerequisites pretty early on.

I don't have an area of interest/major in mind! How should I decide what I want to do and what I want to study?

- For starters, don't stress about it! Even if you don't know yet, you've got time to make up your mind. The most important thing is that you take some time to think about subjects and areas of study that interest you. If you held a job (or jobs) during high school, you might try to think about different aspects of that job that you enjoyed. If you go into a major that you don't enjoy, you may become frustrated in the long run.
- Also, try visiting Lipscomb's Career Development Center. It has resources that may be able to help you decide on a major. You can visit their website at careercenter.lipscomb.edu. A database of employers and potential jobs is available, along with consultation using instruments such as the Gallup Strengths-Finder to help you discover what path you might want to follow.

Lipscomb Experience (LU1203)

What is Lipscomb Experience?

This introduction to university-level critical thinking and cultural engagement is required during the first semester at Lipscomb for all first-year students.

Lipscomb Experience is a discussion-oriented course that introduces students to the intellectual endeavor of liberal arts education from a Christian perspective in small group settings designed to develop mentoring relationships, to provoke important questions, and to facilitate thoughtful discussion. While Lipscomb Experience courses engage unique topics examined from multiple perspectives, each course also introduces students to a common set of transferable skills. The course facilitates student engagement with fellow students, the university, and the local and global community; essential college-level research and information literacy skills; and the habits of rigorous study, intellectual growth, and lifelong learning.

Where are the listings for it on the website?

When you look at the online class schedule, the different sections will be listed under the abbreviation "LU."

NOTE: *All freshmen must take LU1203.*

Remember, the ideal first-semester schedule will likely include a load of 15-18 hours.

Program-Specific Class Considerations

- **Empower Program.** Empower students can take a maximum of 16 hours during their first semester and **MUST** be in an Empower section of Lipscomb Experience.
- **Honors College Collins Scholar Program.** Collins Scholars must be in an Honors section of Lipscomb Experience and can also take Honors sections of The Story of Israel, Introduction to Communication, Gen Chem Lab 1, and/or University Writing.

Your Fall Semester Courses

Summary

In a nutshell, your fall schedule will include the following:

- LU1203 (Lipscomb Experience)
- BI 1093 (Story of Israel)
- Chapel
- Freshman courses for your major. Any classes specifically mandated for your chosen major that you are qualified to take as a first-time freshman will be included.

Common classes of general education courses are the following:

- **EN1313 (University Writing)** May be taken in fall or spring, but must be completed by end of freshman year. Some students may be required to take EN1113 before taking EN1313, based on scores. Students with credit for two semesters of freshman composition (either through dual enrollment or AP credits) will not take EN1313.
- **PE2012 (Lifetime Wellness)** May be taken fall or spring, but must be completed by end of freshman year.
- **CO1003 (Intro to Communication)**
- **MA 1113 (College Algebra) or MA 1043 (Survey of Fundamentals of Math)** - Depending on what you're considering for a major and your math placement score.

WHO DO I GO TO FOR QUESTIONS?

Academic Advising Office--
academicadvising@lipscomb.edu

Building Your Trial Schedules

Instructions

1. Use the attached Trial Schedule form.
2. Go to the Class Schedule page on Lipscomb's website. You can find this by typing "class schedule" in the search bar.
3. Select the "Trad" term of the semester you are entering. ("Trad" = Traditional)
4. Search for classes by using the filter box in the upper right-hand corner.
5. Add your chosen course selection to your Trial Schedule form and repeat until you have a complete semester schedule. The ideal first-semester schedule will likely include a course load of 15-18 credit hours.
6. Complete at least two trial schedules and bring them to your academic advising appointment.

Key Terminology

- Availability – how many seats are allotted for a given class, how many have been filled, and how many remain.
- Class days and times are listed under Schedule.
 - MWF – Monday, Wednesday, Friday
 - TH – Tuesday and Thursday
- Course Code – the subject code and course number for each course.
- Co-requisite - course(s) that must be taken in the same semester as another course.
- Credits – Number of credit hours for the course. This is the last number in the course number.
- Delivery Method - Indicates how the class will meet.
 - Online - Asynchronous: Does not have a specific meeting time.
 - Online - Synchronous: Meets at a specific time.
- Instructor – Lists the teacher of that section.
- Prerequisite - A condition that must be met before you can register for a course. Typically, it is a course that must be taken, but may also be a placement score.
- Section – Specifies the class when there are multiple offerings of the same course. An "H" at the end of the section number indicates that it is an Honors section.
- Status – Shows if the class is full or if there are open seats.
- Title – The class title/name.



M W F SAMPLE TRIAL SCHEDULE

Time	Course Number	Section Number	Credit Hours	Title	Instructor	M	W	F
8:00-8:50								
9:00-9:50	LU1203	16	3	Lipsoomb Experience	Dana Carpenter	X	X	X
10:00-10:50	BI1093	05	3	Story of Israel	Tom Riley	X	X	X
11:00-11:50	PE2012	01	2	Lifetime Wellness	David Bender	X	X	
12:00-12:50								
1:00-1:50	CO1003	10	3	Intro to Communication	Staff	X	X	X
2:00-2:50								
3:00-								
Total MWF Credit Hours:			11					

TH TRIAL SCHEDULE

Time	Course Number	Section Number	Credit Hours	Title	Instructor	T	H
8:00-9:15	BY1003 Lab BYOA10	01L 01	0 0	Foundations of Biology Lab/Biology Lab Safety	Tamera Klingbyll	X	X
9:25-10:40	LUHP2033	01	3	Great Ideas in History	Howard Miller	X	X
10:55-11:35	CP0110	01	0	CHAPEL		X	X
11:55-1:10							
1:20-2:35							
2:45-4:00	BY1003	01	3	Foundations of Biology	Tamera Klingbyll	X	X
Total TH Credit Hours:			6				

Total MWF Credit Hours:	11
Total TH Credit Hours:	6
Total Night Credit Hours:	
Total Other Credit Hours:	
Total Semester Credit Hours:	17

Chapel Policy:

Every full-time student enrolled in TH classes must register for Chapel (CP 0110).

The class format does not provide an allotted **lunch period**. Therefore, you must schedule your own lunch time.

If you wish to take **more than 18 hours**, you **MUST** get approval from the Registrar before attempting to register.



M W F TRIAL SCHEDULE

Time	Course Number	Section Number	Credit Hours	Title	Instructor	M	W	F
8:00-8:50								
9:00-9:50								
10:00-10:50								
11:00-11:50								
12:00-12:50								
1:00-1:50								
2:00-2:50								
3:00-								
Total MWF Credit Hours:								

TH TRIAL SCHEDULE

Time	Course Number	Section Number	Credit Hours	Title	Instructor	T	H
8:00-9:15							
9:25-10:40							
10:55-11:35		CP 0110	0	Chapel			
11:55-1:10							
1:20-2:35							
2:45-4:00							
Total TH Credit Hours:							

Total MWF Credit Hours:	
Total TH Credit Hours:	
Total Night Credit Hours:	
Total Other Credit Hours:	
Total Semester Credit Hours:	

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Checking Holds

Holds

When you log into the CNS Student portal, the word “Holds” is at the top of the screen. If there is a number other than 0 (zero) beside it, you have a hold that could prevent you from registering.

To check your hold:

1. Click on the word “Holds” and then click on the “Registration” link.
2. Review the message that is displayed regarding your hold.
3. Follow the steps in the hold message to resolve the hold.

Once your holds are removed, you will be able to register for classes.

Registering for Classes

Step-By-Step

Let's walk through the directions to register for classes!

1. Log into myLipscomb and click on “All Apps.”
2. Click on the icon for “CNS Student Portal.”
3. Under “Academics” on the left hand side, click on “Registration.”
4. If a stop sign appears, you potentially have holds that will prevent you from registering.
5. Select the term for which you are registering. For the fall, select 2022 Fall Semester-Trad.
6. When the page fully loads, click the “Register” button at the bottom of the screen.
7. A new window will open that will show all of the classes being offered. Scroll through the courses to find a course you want to register for.
8. Click on the green + sign to select the course. Do this for each course on your trial schedule.
9. This will put the courses in your Selected Courses section of the registration screen. You are not registered for them yet.
10. Click the “Register” button that is at the top of the Selected Courses section.
11. This will take you to another screen. Click the purple “Register” button again. You are not registered for the course until you click the “Register” button a second time.
12. When you are fully registered for the course, the status will change to Registered. If any other status shows, you are not registered.
13. You should be registered for at least 12 hours to be considered full-time. The number of hours for which you are registered will show at the top of the screen after you have clicked the “Register” button for the second time.
14. When you are registered for all of your classes, close your registration window and log out of the portal.