

## Schedule Bulletin Addendum

### May Term - Fall 2017

See page 2 for instructions to download schedule of classes in Excel



Check HSU Central for current schedule information.

Term	Term Dates	Payment Deadlines
May Term	May 16 – June 2, 2017	April 25, 2017
Summer 1	June 5 – July 6, 2017	May 17, 2017
Summer 2	July 10 - August 10, 2017	June 20, 2017
Fall	August 28 - December 14, 2017	August 1, 2017

#### Advising & Advance Registration Schedule

**Advising** may begin February 20, 2017 for May Term- Fall registration.

**Registration** begins as indicated below and continues through first day of classes.

	<u>May, Summer, Fall</u>
Graduates & Seniors (90+ Hrs)	March 28
Juniors (60+ Hrs)	March 30
Sophomores (30+ Hrs)	April 3
Freshmen (<30 Hrs)	April 5

# TABLE OF CONTENTS

Schedule Download Instructions (Excel).....	2
Academic Calendar .....	3
Planning to Graduate in 2016.....	3
Schedule Bulletin Legends .....	3
Where to Go for Assistance.....	4
HSU Central Section Search .....	5
Advisor Tools in HSU Central .....	6
Registration Instructions .....	6
Cancellation of Schedule .....	8
Withdrawal from the University.....	8
Schedule Changes.....	9
Courses Fulfilling Requirements for HSU Foundational Curriculum.....	10
Final Exam Schedule.....	11

## SCHEDULE DOWNLOAD INSTRUCTIONS (EXCEL)

There are two options to download the schedule bulletin in Excel format.

1. HSU Central > Self-Service Faculty > Faculty Information > Schedule Export to Excel
  - a. *Click Here to Export Schedule to Excel*  
Select Open to view spreadsheet or Select "Save As" to save live Excel to your desktop (Save as type: Microsoft Excel Web Query File to your desktop. For an updated list, simply click icon on Desktop to refresh the listing).  
(If a message box about Microsoft Office security opens, then click Enable.)
  - b. Select term(s) to download. (Note: Use upper case for term selection: 17/MT) You may choose multiple terms separated by a comma (17/MT, 17/S1, 17/S2, 17/FA).
2. HSU Central *Employee Resources* tab
  - a. Choose *Faculty Forms & Information*
  - b. *Links* menu on left – Choose *Excel Schedule* (See a. and b. above for options to download)

# ACADEMIC CALENDAR

## DATES TO REMEMBER

	<u>May Term</u>	<u>Summer 1</u>	<u>Summer 2</u>	<u>Fall</u>
Payment Due Date	April 25, 2017	May 17, 2017	June 20, 2017	Aug. 1, 2017
Registration Day	May 16, 2017	June 5, 2017	July 10, 2017	Aug. 28, 2017
Classes Begin	May 16, 2017	June 5, 2017	July 10, 2017	Aug. 28, 2017
Last Date to Register/Add a Class	May 16, 2017	June 6, 2017	July 11, 2017	Sept. 4, 2017
Last Date for Refund of a Dropped Course	May 16, 2017	June 6, 2017	July 11, 2017	Sept. 4, 2017
Last Date to Change Meal Plan				Sept. 6, 2017
Last Day to Drop with a Grade of W	May 18, 2017	June 12, 2017	July 17, 2017	Sept. 29, 2017
Last Date to Drop/Withdraw From a Course	May 26, 2017	June 29, 2017	Aug. 3, 2017	Nov. 27, 2017
Final Exams	June 2, 2017	July 6, 2017	Aug. 10, 2017	Dec.11-14, 2017

NOTE: Administrative offices will be closed for the following holidays: Memorial Day , May 29; Independence Day, July 4; BW Aston Fall Break, October 20; Thanksgiving, November 22-November 24; Christmas, December 21 - January 3.

## PLANNING TO GRADUATE IN 2017?

Don't forget to file a Diploma Card ***the semester before you plan to graduate.***

To be considered a candidate for a degree, a student must submit an Application for Graduation in the semester prior to graduation. The form is available in the Registrar's Office or online at <http://www.hsutx.edu/registrar/graduation>. Hardin-Simmons University holds commencement ceremonies in May and December. Candidates will participate in the ceremony immediately following their final semester. All candidates for graduation are encouraged to participate. Students must complete all requirements for graduation, including course work, chapel, GPA and total hours requirements, and any other academic stipulations to participate in commencement. Students who complete their degree requirements in May Term or Summer will have their degrees conferred as of August, but will participate in the December commencement. It is of utmost importance that students determine in their senior year that they will meet all requirements. Refer to the Undergraduate Catalog for graduation requirements. **A late fee will be charged for diploma cards received after October 1 for May 2017 graduation and March 1 for August and December 2017.**

## SCHEDULE BULLETIN LEGENDS

### Building Legend:

AH Abilene Hall  
 CB Cowboy Band Hall  
 CM Caldwell Music Hall  
 CMC Connally Mission Center  
 CP Cowden-Paxton Hall  
 CPA Cowden-Paxton Hall Annex  
 ES Elwin Skiles Social Science  
 FC Frost Art Center  
 HMC Hendrick Medical Center  
 HMX Hemphill Music Complex  
 HSB Holland Health Science Building  
 JB Johnson Business  
 LAA Liberal Arts Annex

LT Logsdon Theology  
 MAX Maxwell Golf Course  
 MC Moody Center  
 MCC Meadows Conference Center  
 MG Marston Gym  
 MH Mabee Hall  
 PE Mabee PE Complex  
 RL Richardson Library  
 SM Sandefer Memorial  
 SR Sid Richardson Science Center  
 TBA To Be Arranged  
 VE Van Ellis Theatre  
 WD Woodward Dellis Recital Hall

### Days Legend:

M Monday  
 T Tuesday  
 W Wednesday  
 TH Thursday  
 F Friday  
 M-TH Monday through Thursday  
 M-F Monday through Friday  
 MW Monday & Wednesday  
 TTH Tuesday & Thursday  
 MWF Monday, Wednesday & Friday

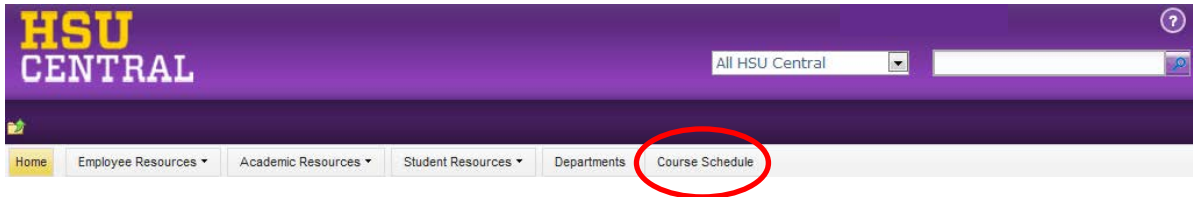
## WHERE TO GO FOR ASSISTANCE

### Academic Deans

College of Liberal Arts (Parker) – Dr. Stephen Cook.....	ES 221
College of Business – (Kelley) – Mr. Michael Monhollon .....	JB 3 <sup>rd</sup> Floor
School of Education (Irvin) – Dr. Perry Kay Brown .....	AH 108
College of Fine Arts – Dr. Robert Tucker .....	HMX116
School of Nursing – Dr. Shelia Garland.....	PH 110
School of Sciences & Math (Holland) – Dr. Chris McNair .....	SR 103
School of Theology (Logsdon) – Dr. Don Williford .....	LT 116
Graduate Studies—Dr. Nancy Kucinski.....	SM 1 <sup>st</sup> Floor
Admissions – Mr. Jim Jones.....	Dyess Welcome Center
Address Change .....	Registrar's Office--SM 1 <sup>st</sup>
Advising Center – Mrs. Gracie Carroll .....	SM 207
Application for Graduation.....	Registrar's Office
Books -Bookstore-Mr. J.T. Box .....	MC 1 <sup>st</sup>
Career Services – Mrs. Wendy Smith .....	MC 215
Chapel – Mr. Travis Carver .....	President's Office
Cashier & Check Cashing—Mr. Sean Bailey .....	SM 2 <sup>nd</sup>
Credit by Exam .....	Registrar's Office--SM 1 <sup>st</sup>
Dean of Students – Mr. Brian Dawson .....	Student Development Complex--MC 210
Diploma Card .....	Registrar's Office--SM 1 <sup>st</sup>
Fee Payment / Fees Entered .....	Cashier—SM 2 <sup>nd</sup>
Financial Aid .....	Enrollment Services--SM 2 <sup>nd</sup>
Graduate Studies – Dr. Nancy Kucinski .....	Graduate Office—SM 1 <sup>st</sup> Floor
Identification Card .....	Moody Center – 1 <sup>st</sup> floor office
Name Change .....	Registrar's Office--SM 1 <sup>st</sup>
One Card, Meal Plan, Cowboy Ca\$h .....	Cashier—SM 2 <sup>nd</sup>
Parking Permit .....	Police - Moody Center basement
Payment Plans.....	Business Office—SM 2 <sup>nd</sup>
Police (Campus).....	Moody Center-basement
Post Office Box .....	Post Office--MC 1 <sup>st</sup>
Provost – Dr. Thomas Brisco .....	SM 1 <sup>st</sup>
Schedule Change.....	Registrar's Office--SM 1 <sup>st</sup>
Residence Life – Mr. Jonathan Yorkowitz.....	Residence Life Office --MC 211
Vice President for Finance – Dr. Jodie McGaughey .....	SM 3 <sup>rd</sup> Floor 305
Vice President for Student Life – Dr. Dave Rozeboom.....	MC 220
Teacher Certification – Dr. Raney Edmiston .....	School of Education--AH 105A
Traffic Tickets (Paying) .....	Cashier
Transcripts.....	Registrar's Office--SM 1 <sup>st</sup>
Veteran's Affairs – Kimberly Beal.....	Registrar's Office--SM 1 <sup>st</sup>
Withdrawal Form .....	Registrar's Office--SM 1 <sup>st</sup>
Writing Proficiency Examination – Dr. Jana Wesson-Martin .....	Writing Lab--AH 313

# HSU CENTRAL

For current section information, visit HSU Central.



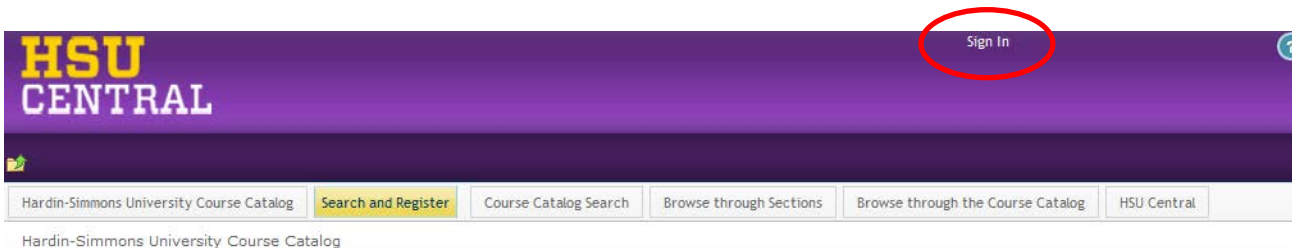
Select "Course Schedule" tab.

1. Click "Sign In"; once you are signed in your name will appear in the header. If you do not sign-in, section availability will not show.
2. Enter course subject and number in search field or select from list in *Browse for Sections*.
3. Select a specific term and course for schedule and enrollment information.
4. Click on "Show other offerings for this course" to see a complete listing of sections for the course with meeting times and availability information. (Be sure to verify the term.)

Tips:

**Navigation** - Use the links in the header to move through the site rather than the "back" button.

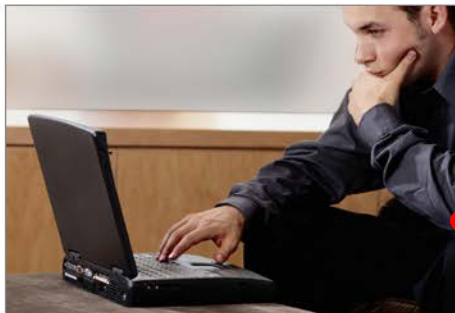
**Sections vs. Course:** *Sections* = courses scheduled for a specific term; *Course* = active courses in the catalog with course descriptions (not necessarily scheduled for a particular term).



Begin your search by choosing Courses or Sections and enter your criteria in the search box below:

Courses  Sections

[Advanced Search](#)



Browse for Courses by:

- [Subject](#)
- [Academic Level](#)

Browse for Sections by:

- [Term and Subject](#)
- [Term and Faculty](#)
- [Subject](#)

#### TIPS:

Search or browse for a *Course* if you want to see a detailed course description.

Search or browse for a *Section* if you want to see information about course offerings (days, times, and locations).

For Section Availability:

Sign In and detail on a section. Additionally click on show other offerings for this course to see all availability for sections offered.

# ADVISOR TOOLS IN HSU CENTRAL

Log-in to HSU Central

Follow path to *My Advisees* from self-service menu

Faculty → Faculty Information → My Advisees

Select term or start date

Term = provides list of advisees that are assigned to you during any part of the selected term

Start date/End date (recommended) = provides list of active advisees during the time period indicated (i. e. use current date as start date and end date of term).

## My Advisees

Choose action for advisee from drop-down menu; click Submit at bottom of screen (may need to scroll down) or press Enter:

- **Student Educational Plan** – View student planning worksheet; may enter notes in Public Comments for future reference and for student to see on planning worksheet as Advisor Comments.
- **Evaluate Program** – Check degree progress. Select Degree Program to Evaluate (Note: can run “what-if” here)
- **View/End Student Restrictions** – Enter End Date for ADV Advising Required restriction ONLY.

*Note: End date is inclusive – restriction runs through this date; use previous day’s date to allow registration on current date.*

# REGISTRATION INSTRUCTIONS

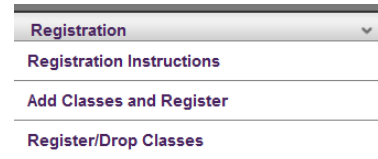
## Prior to Registration

Students must meet with an advisor prior to registration. The advisor will remove the registration hold for advising. Courses may be selected in steps 1 and 2 prior to advising, but students may not register until advisor removes the advising (ADV) hold.

## Log-in

Log-in to HSU Central: <http://www.hsutx.edu/hsucentral>

Self-service Menu: Student → Registration



*Navigation Tip: Use the navigation links/buttons in the Registration window. Do not use the browser back button (it will take you to the HSU Central home page).*

## Add Classes and Register

To add classes or search for sections click on the “Add Classes and Register” menu. This allows you to search for sections using selection criteria. At least two criteria must be used in the search for sections. The registration term (fall/spring) is one of the default criteria. This may be changed to another active term or left blank for all active registration terms. In this case two other criteria must be selected (i.e. subject and course number). Follow these steps to add a course to the selected sections list for registration.

1. Step 1 of 4: Search for Sections (at least two criteria must be entered)
  - a. Select term (current term defaulted, but may leave blank for all active terms)
  - b. Select other search criteria, such as subject and course number
  - c. Click Next (or press Enter)
2. Step 2 of 4: Select Sections
  - a. Click on box next to class to select sections to add to selected sections list
  - b. Click Next (or press Enter)
3. Step 3 of 4: Register or Drop Sections
  - a. Select action for each course individually
    - Blank = no action (course stays in selected sections list)
    - Register = to enroll in class section
    - Remove from list = removes course from selected sections list
  - b. Click Submit (or press Enter)
  - c. Agree to terms to complete registration action.  
(Must agree to terms once per registration cycle; may be done before registration.)
4. Step 4 of 4: Results
  - a. Review results – verify registration
  - b. Note further action required as indicated in error message
  - c. A registration acknowledgement will be sent to the HSU issued e-mail account.

## Register/Drop Classes

Choose "Register/Drop Classes" if you have already selected classes and added them to your selected sections list or to remove classes from the list or drop a registered class.

*Note: To cancel all courses before the start of the term, go to Registration Cancellation at Registrar's website: <http://www.hsutx.edu/offices/registrar/forms>. You may not drop all courses online.*

Students may make changes to their schedules until the first day of the semester. After classes start, all schedule changes must be done in the Registrar's office.

## Degree Evaluation

After registration, select "Program Evaluation" and check that courses satisfy degree requirements.

## Common Registration Errors

- Prerequisite Restrictions – indicates that the prerequisites for the specific course have not been met. Either choose another course or contact your advisor to submit the *Prerequisite Override Request*. Prerequisites may include completion or current enrollment in specific courses, test score (ACT or SAT) or earned hours in a specific subject.
- Co-requisite Restrictions – indicates that a course has a required co-requisite course. Register for the co-requisite or cancel registration for the course.
- Consent of Instructor – some courses require instructor permission to enroll. Complete the *Faculty Consent* form with instructor's signature and bring form to the Registrar's Office.
- Course load – the maximum course load is 17 hours for undergraduates. To register for more than 17 hours, contact your advisor to request the *Request for Course Overload* form. Bring completed form with signatures to the Registrar's Office.
- Major, level restrictions – some courses are only open for students of a specific major or student level (i.e. freshmen are not allowed in upper level courses (3000, 4000). Choose another course or contact advisor.
- Registration holds – all registration holds must be cleared before registration can be processed. See University Holds section of HSU Central for more information.

## Registration Help

Contact the Registrar's Office for registration assistance.

Phone: (325) 670-1200

Email: [registrar@hsutx.edu](mailto:registrar@hsutx.edu)

Registrar's Office: 1<sup>st</sup> floor Sandefer Memorial Building

### Pre-Registration Schedule

Graduate	March 28
Seniors (90+hrs)	March 28
Juniors (60+ hours)	March 30
Sophomores (30+ hours)	April 3
Freshmen (<30 hours)	April 5

Online registration is available through the first day of term. After the first day of classes, schedule changes must be made in the Registrar's Office.

*Cancellation: To cancel your registration before the semester begins, contact the Registrar's Office or submit the online cancellation form at the Registrar's website. <http://www.hsutx.edu/offices/registrar/forms>*

### Payment Due Date\* Deadline

<u>Term</u>	<u>Deadline</u>
May Term	April 25, 2017
Summer 1	May 17, 2017
Summer 2	June 20, 2017
Fall	August 1, 2017

Classes will be dropped if financial arrangements are not made by the dates listed above.

\*Financial Settlement is:

- *Payment of balance (in full or balance after financial aid); or current on payment if enrolled in the payment plan; or 100% financial aid verified.*

## CANCELLATION OF SCHEDULE

Students who wish to cancel their registration prior to the semester beginning must complete an online registration cancellation form located under online forms on the Registrar page.

- *Tuition and Fees Refund Policy*

### *Withdrawal from the University (Dropping All Classes)*

*The following refunds will be made upon complete withdrawal from the University. (Does not apply to “Dropping Individual Classes.”) This Refund Policy applies to **TUITION ONLY**. Any institutional loans or grants will be pro-rated along with the charges as seen below. Institutional Money should not exceed charges at the time of the withdrawal. A refund is not warranted if the credit is caused by any amount of institutional money within that semester. **FEES WILL NOT BE REFUNDED.***

<b>May Term</b>	
First day	100%
After day one	None
<b>Summer I</b>	
Day one and two	100%
Day three	90%
Day four and five	80%
Day six and seven	70%
<b>Summer II</b>	
Day one and two	100%
Day three	90%
Day four and five	80%
Day six and seven	70%
<b>Fall/Spring Term</b>	
Day one and two	100%
Day three through eight	90%
Day nine through sixteen	70%



*Dropping Individual Classes*

*No tuition is refunded for individual courses dropped after the sixth day of class. If a student is only taking one class, that would be considered withdrawing and the refund policy above would apply.*

## **SCHEDULE CHANGES**

**During the first six days** of the Fall semester, changes may be made to your schedule through your dean's office (see **Where to Go for Assistance** for your dean's name). Students must secure a Change of Schedule Form (available from the Web or from the Registrar's Office), secure necessary approvals, and return to the Registrar's Office or office of your dean for data entry. Students making schedule changes **after the first six days** of classes must go to the Registrar's Office for any changes to your schedule.

**NO TUITION IS REFUNDED FOR INDIVIDUAL COURSES DROPPED AFTER: September 4, 2017**  
**The University reserves the right to cancel classes or to make schedule changes as needed.**

# COURSES FULFILLING REQUIREMENTS FOR HSU FOUNDATIONAL CURRICULUM

## **Effective Communication (9 credits)**

ENGL-1301 Freshmen Writing I  
ENGL-1302 Freshmen Writing II  
COMM-1301 Speech Communication

## **Quantitative Reasoning (3 credits)**

MATH-1301 or recommended (see major)

## **Technological Competency (3 credits)**

CSCI-1303 Introduction to Computer Applications or recommended (see major)

## **Natural and Physical Sciences (7 credits)**

Biology, Chemistry, Geology or Environmental Science, Physics or Physical Science; from two different fields; one with lab; (see major)

## **Fitness Education (3 credits; FSSC-1170 and 2 different FSSC activity courses)**

FSSC-1170 Wellness for Life  
2 FSSC Courses (Varsity Sport [1]; Cowboy Band [1])

## **Christian Studies (6 credits/2 courses; at least one BIBL) (Course Type: CHRST)**

BIBL 1301 Old Testament Survey  
BIBL 1302 New Testament Survey  
CHST 1311 Introduction to Christianity

MNST 1321 Christianity in Cultural Context  
THEO 1331 Introduction to Christian Thought  
THEO 1332 Introduction to Christian Ethics

## **Fine Arts (3 credits) (Course Type: ARTS)**

From Art, Music, Theatre  
HONR 3301 Discourse in Aesthetics  
LDSP 3315 Leadership in Theatre

## **Social/Behavioral Sciences (Course Type: SOCSC)**

From Economics, History, Political Science, Psychology, and Sociology. Also HONR-3302 and LDSP-3370.

## **Humanities (3 credits) (Course Type: HUMA)**

ART 2306 Art History Survey I  
ART 2307 Art History Survey II  
ART 4306 History of Modern Art Until 1945  
ART 4307 History of Art Since 1945  
CHST 1311 Introduction to Christianity  
COMM 3330 Survey of American Film  
CSD 3360 History and Culture of the Deaf in America  
ECON 3338 History of Economic Thought  
ENGL 2301 World Literature  
ENVM 3312 Environmental Ethics  
FSSC 3305 History of Sport  
GEOG 3301 Cultural Geography  
HIST 2301 History of Western Civilizations to 1550  
HIST 2302 History of Western Civilizations Since 1550  
HIST 3306 Studies in World History  
HIST 3307 World Cultural Realms  
HIST 4369 Social & Intellectual History of Modern Europe  
HIST 4370 European Imperialism  
HIST 4374 Modern Asia  
HIST 4375 The Middle Ages  
HONR 3301 Discourse in Aesthetics  
HONR 3302 Discourse in Cultural Theory  
HUMA 3301 Humanities I  
HUMA 3302 Humanities II  
HUMA 3330 Survey of American Film  
LDSP 3303 Great Leaders of History  
LDSP 3307 Critical Thinking and Problem Solving  
LDSP 3345 Leadership in Film  
MISS 3305 Missions Anthropology  
MUHL 3241, 3242 History of Music (Music Majors)

MUHL 3343 Understanding Music: Classical, Popular, World  
MUHL 3344 The History of Jazz  
PHIL 1310 Critical Thinking  
PHIL 2335 Introduction to Ethics  
PHIL 2350 Introduction to Philosophy: A Study of the Major Problems of Philosophical Thought in Both Eastern & Western Traditions  
PHIL/THEO 3300 History of Ancient & Medieval Philosophy: The Search for the One  
PHIL 3310 History of Modern Philosophy: From the Renaissance & Reformation to Romanticism & Naturalism  
PHIL 3315 19th Century & Contemporary Philosophy: Romanticism & Naturalism to Post-Modernism  
PHIL 3320 Logic  
PHIL 3326 Existentialism  
PHIL 3330 Ethical Theory  
PHIL/THEO 4315 Contemporary Continental Philosophy, Critical Theory, and Postmodernism  
PHIL/THEO 4320 Philosophy of Religion  
PHIL 4350 Problems and Topics  
PHIL/THEO 4360 Evil and Suffering  
PHIL/THEO 4361 Faith and Reason  
SOC 4380 Sociological Theory  
SPAN 4330 Hispanic Civilization  
THEA 4345 Theatre History: Greeks to 18th Century  
THEA 4346 Theatre History: 18th Century to Present  
THEO 4355 World Religions

# FINAL EXAM SCHEDULE

## Day Classes

Regular Class Time

Final Examination Period

Freshman English (1301 and 1302)	Tuesday, December 12	8:00 - 9:50
----------------------------------	----------------------	-------------

### **Monday/Wednesday/Friday Classes**

8:00	Monday, December 11	8:00 - 9:50
9:00	Wednesday, December 13	8:00 - 9:50
10:00	Monday, December 11	10:30 -12:20
11:00	Wednesday, December 13	10:30 -12:20
12:00	Monday, December 11	1:00 - 2:50
1:00	Wednesday, December 13	1:00 - 2:50

### **Monday/Wednesday Classes**

1:00	Wednesday, December 13	1:00 - 2:50
2:30	Monday, December 11	3:30 - 5:20

### **Tuesday/Thursday Classes**

8:00	Thursday, December 14	8:00 - 9:50
10:30	Tuesday, December 12	10:30 -12:20
11:55	Thursday, December 14	10:30 -12:20
1:20	Tuesday, December 12	1:00 - 2:50
2:45	Thursday, December 14	1:00 - 2:50
4:10	Tuesday, December 12	3:30 - 5:20

### **Other Day Classes**

Wednesday, December 13	3:30 - 5:20
------------------------	-------------

## Evening Classes

Regular Class Time

Final Examination Period

### **Monday Classes**

6:00	Monday, December 11	6:00 - 7:50
------	---------------------	-------------

### **Tuesday/Thursday Classes**

6:00	Tuesday, December 12	6:00 - 7:50
7:20	Thursday, December 14	6:00 - 7:50

Classes meeting only one evening per week will convene for the final exam at their regular class time for one hour and fifty minutes during the week of December 11-14.