



McPherson
COLLEGE

2017-2018
Important Schedule Information

FALL • INTERTERM • SPRING

Third Edition - March 23, 2017

Table of Contents

General Information	3
Bookstore Hours	
Campus Mailbox	
Food Service	
Identification Cards	
Name and/or Address Change	
Students with Disabilities	
Textbook Information	
Transcript Requests	
Payment of Accounts and Refunds	4
Academic Calendar	5
Course Information	6
Meaning of Course Numbers	
Advisor Change	
Audits, Repeats, Pass/Fail	
Course Load	
Credit by Examination	
Adding, Dropping, and Withdrawing	
Incompletes	
Summer Courses	
Special Courses	7
Course by Appointment	
Career Connections	
Internships	
Field Experiences	
Reading and Research	
Special Programs	10
Associated Colleges of Central Kansas	
The Chicago Center	
International Study Program Opportunities	
Student Services	11
Health and Counseling	
Campus Ministries	
Career Services	
Athletic Practices Times	12
General Education Information	13

General Information

Bookstore Hours

The Bookstore is located on the lower level of Hoffman Student Union. Bookstore hours are Monday - Friday 9:30 a.m. - 2:30 p.m. The bookstore carries a variety of McPherson College clothing and gifts and distributes the mail. Textbook information can be found at mcperson.textbookx.com

Campus Mailbox

U.S. and campus mail is distributed Monday-Friday. Mailboxes are located in the lower level of the Hoffman Student Union next to the Bookstore. Mailboxes and keys are assigned by the Bookstore staff, and lost keys should be reported to the staff immediately. There is a \$30.00 charge for changing locks and replacing the lost key.

Food Service

The dining room is open daily, except over Thanksgiving, Christmas and Spring Breaks. Proper dress (shirt, shoes) is required in order to be admitted into the dining room. Visitors are welcome to eat in the dining room. (ext 2460)

Identification Cards

Students are provided with a photo id card upon arrival. ID cards are required for participation in the campus meal plan, and for admission to athletic or student events. Replacement cards are available. (ext. 2500)

Name and/or Address Change

Changes of name and/or address should be reported to the Registrar's Office in the Dean's Suite to keep records and mailing addresses accurate.

Students with Disabilities

Efforts are made in every department to inform students and prospective students of the rights of disabled persons under the law and the commitment of McPherson College to non-discrimination toward disabled persons. Students who have either a temporary or permanent disability are welcome at McPherson College under regular admissions requirements. These students are urged to inform the College of their disability and special needs prior to arrival to allow the College ample time to determine necessary resources and accommodations, including appropriate classroom and housing arrangements. Persons may notify Carole Barr in the Royer Center for Academic Development. (ext. 2507)

Textbook Information

Textbook information can be found at mcperson.textbookx.com.

Transcript Request

Federal law requires that students provide a written request for the release of their transcript. An \$8.00 fee is charged for each official transcript. Electronic transcripts are available through National Student Clearinghouse at <http://www.studentclearinghouse.org>. Transcripts WILL NOT be released for students who have an outstanding balance.

Payment of Accounts

Payment

Accounts are due and payable in full on the day of enrollment. For families interested in the monthly payment plans, information on the McPherson College Payment Plan is available in the Financial Services Office. Interest on past due accounts will be charged 1% per month on outstanding balances. **Past due accounts may result in the inability to receive transcripts, prevent future enrollment, and may result in a referral for collection.**

Please Note: Books are not included in student charges, and must be purchased separately.

Refunds

Students who are recipients of Title IV funds and who withdraw before completing sixty percent (60%) of the semester will be required to return unearned Title IV funds in accordance with federal regulations. The same refund policy applies to institutional, state, and outside aid. The percentage of the semester that the student completes is determined by dividing the number of days the student attended by the number of days in the semester. Calendar days are used, but breaks of at least 5 calendar days are excluded. Tuition, fees, room, and board charges will be pro-rated at the same rate. No refunds are given after the ninth week of the semester. Bookstore charges, fines, and other personal costs are not pro-rated and are non-refundable. It is possible that a student who withdraws will still have an outstanding balance due.

Course Information

Meaning of Course Numbers

100-199 primarily for Freshmen
200-299 primarily for Sophomores
300-399 primarily for Juniors
400-499 primarily for Seniors

Advisor Change

Forms to request a change of advisor are available on Bulldog Connect>Current Students>Academic Information in the Forms section or in the Registrar's Office in the Dean's Suite of Mohler Hall.

Audits, Repeats, Pass/Fail

With permission of the instructor and the registrar, students may register to audit courses with available seats. The auditor is expected to attend class and participate along with students taking the course for credit. An auditing student is not required to take examinations and does not receive a grade or academic credit. Restoration technology, studio art classes, and private music lessons may not be audited. The vice president for academic affairs determines which courses may be audited.

With the approval of the vice president for academic affairs, students may repeat a course. The last grade earned will be the grade used to compute the grade-point average. Courses taken at other institutions may not be used to repeat courses taken at McPherson College.

A student may take only one course per semester on a pass/fail basis. Students must declare this intention by the end of the second week of class. General education courses and courses required for the major may not be audited or taken pass/fail.

Course Load

The normal student load during Fall and Spring is 12-16 credit hours per semester. The upper limit is 16 hours per semester. During the January interterm, the normal full-time load is 3-4 credit hours. Students may enroll in courses above 16 hours under the following conditions:

- 17 hrs. Requires minimum residential GPA of 3.0 and approval of faculty advisor
- 18-19 hrs. Requires minimum residential GPA of 3.5 and approval of faculty advisor
- 20 + hrs. Requires minimum residential GPA of 3.5 and overload approval form

All credits the student takes over 16 credit hours will be charged the overload fee specified in this catalog under Regular Charges and Fees.

Credit by Examination

To receive credit by institutional examination, the student must have permission from the instructor of the course and/or the department chair. Credit is granted to students who earn a grade of C or higher on the exam. The grade earned on the exam will be recorded on the student's permanent transcript, along with the notice that the credit was awarded by examination.

Credit by departmental exam counts toward the achievement of a degree and is included in the calculation of the student's cumulative grade-point average. However, it is not included in the calculation of the GPA for the semester in which the examination is taken.

There is a \$100 fee to post the credit on the student's transcript.

Adding, Dropping and Withdrawing from Classes

Students may change their course schedules only with the permission of their advisor. During the first week of the term, students may drop or add courses. During the second week of classes, students may continue to drop courses without a fee. Beginning the third week of class, students will be charged a \$50 fee to withdraw from a course, and a grade of W will be posted on their transcript. Students may withdraw from courses until one week after midterm grades are due. Students who withdraw from a class before that deadline will receive a notation of "W" on the permanent record in place of a letter grade. Students may not withdraw after that deadline without the grade earned at the end of the term being reported on their transcript. The dates of all deadlines are published in the annual Academic Calendar.

Summer Courses

McPherson College may offer May Session. For more information, please visit <http://www.mcpherson.edu/academics/may>. Please contact your academic advisor for more information.

Special Courses

A special course may be developed by the student, or by the student with the faculty advisor, as an independent and personal search for information and understanding in a defined area. These courses may

- extend the range of subject matter that the student can explore;
- enable the student to collaborate with a faculty member on work relating to the latter's research or teaching;

- enable the student to use special learning opportunities on and off campus;
- offer the student a chance to test self-teaching capacity and to develop skills.

Course by Appointment

A course by appointment is a course formally offered and listed in the catalog. It may only be taken by appointment if circumstances do not permit a student to take the course when it is formally offered. A formal application (signed by the course instructor and the Vice president for academic affairs) is due on the first day of the term.

Independent Study

Ordinarily initiated by the student with the advice of the academic advisor, independent study presumes a special interest that will form the basis for a project in original research. Applicants must have a 3.0 grade-point average when they apply. Application is due 30 days prior to the final day of enrollment and must be presented to the Vice president for academic affairs accompanied by a prospective course syllabus.

Career Connections

The Career Connections program of McPherson College is designed to provide the students with an opportunity to gain hands-on work experience in their major fields of study and to receive academic credit for that experience. Students involved in Career Connections should realize valuable educational gains not obtained in the classroom. This knowledge should, in turn, assist the students' transition from the classroom to the job.

Important Note: Academic departments at McPherson College are encouraged to help students develop Career Connection options consistent with institutional guidelines; however, all students considering Career Connection experiences should consult with their faculty advisor to determine whether or not their academic department has additional requirements or requirements different from those that follow.

The Internship Option

Internships are designed to provide students with the opportunity to gain work experience in their major fields of study and to receive college credit for that experience. Internships are normally reserved for students who have completed at least four semesters of study since they student are expected to bring an appropriate level of skills into a productive employment setting. The Internship Option is course number 388 in all departments.

The Field Experience Option

Field experiences involve observation or participation in vocational and operational activities outside the classroom. Students, often participating without pay and for a single term or less, may or may not bring specific skills to the experience. The Field Experience Option is course number 295 or 495 in all departments.

Eligible Experiences

In consultation with the Career Connections coordinator, the faculty advisor must approve the student's overall experiential learning plan. Any internship or field placement can make an acceptable Career Connections experience, as long as the student can demonstrate to the advisor and the Career Connections coordinator that it can advance previously determined and agreed upon educational goals. A student's previous work experience, although personally valuable, does not meet the Career Connection criteria of directed, independent, and career-related learning.

Student Eligibility

To be eligible to enroll for a Career Connection option, a student must have completed 12 credit hours at McPherson College or, if a transfer student, hold a junior classification or above, and must have a minimum cumulative GPA of 2.0.

A student may be determined to be unplaceable at any time by either the faculty advisor or Career Connections coordinator. This may result in a student not being placed or termination of a placement.

Academic Credit Guidelines

One credit hour may be awarded for approximately 40 hours of relevant internship or field placement experience. Career Connections also requires the student to develop goal/strategy plans and reflective logs, in addition to other journals, papers, and projects as required by the Faculty Advisor and Career Services Director. Applications for internships and field experiences are due in the registrar's office before the first day of the experience. Credit may be applied to the term in which the internship or field experience is taking place. A student may not receive more than four hours of credit per semester or term for any kind of career connection's experience unless otherwise approved by the faculty advisor, Career Services director and vice president for academic affairs. A maximum of 10 hours of credit earned through Career Connections experiences can count toward graduation—six for part time students.

Assessment

Students seeking credit will be required to journal their experience and submit two work log summary reports that include appendices—items the student created or came in contact with. The work log summary reports along with feedback from the employer and the performance appraisal will be the primary means used to grade the experience.

Readings and Research

Reading and research courses provide an opportunity to do in-depth study in any field. Such courses, which may be initiated by the student or the instructor, may be undertaken only in the major department and only after the student has earned 12 credit hours in that department. A maximum of eight hours of research/readings credit can be counted toward graduation requirements. Application is due the first day of class and must carry the approval of the instructor and the vice president for academic affairs.

Special Programs

Associated College of Central Kansas (ACCK)

Through the affiliation with ACCK, McPherson College students can benefit from expanded departmental offerings and special programs at any of the other five member colleges participating in the consortium. A library exchange also makes books and periodicals from any of the other colleges available to students. For more information:
<http://catalog.mcpherson.edu/catalog-16-17/institutional-profile/associated-colleges-of->

The Chicago Center

McPherson College students interested in exploring the vital issues facing American cities have the opportunity to participate in The Chicago Center programs. Combining classroom study with action-based internships. The direct link between the classroom and the internship increases student understanding of the practical work world outside the college campus. In addition to the academic coursework, the Center provides both housing and orientation training. The Chicago Center is open to students from any field of study and internships are available in a wide range of discipline areas. For more information contact your academic advisor or the registrar's office.

International Study Program Opportunities

Opportunities to live and study outside the United States are available to McPherson College students. One of the programs students take advantage of is the BCA program. McPherson College cooperates with Bridgewater College (Va.), Elizabethtown College (Penn.), Juniata College (Penn.), Manchester College (Ind.), and the University of LaVerne (Calif.) in the BCA program, which offers a year or semester of study for qualified college students at the following locations: including Greece, Spain, Belgium, England, China, Ireland, New Zealand, France, Cuba, Germany, Ecuador, Japan, Australia, Hungary, and Mexico.

One-semester programs (both fall and spring) for sophomores, juniors or seniors are offered at all the above locations, with the exception of Germany, which has no sophomore program.

Student Services

Health and Counseling

McPherson College has partnered with Partners in Family Care as our on campus health care provider. This is a walk-in clinic for the McPherson College Community ONLY.

McPherson College is a proud partner with Client Centered Counseling, a fully licensed counseling practice that offers everything from helping a student stressed about finals to working with significant medical concerns. The office is open several days a week and allows for both appointments and walk-in visits. McPherson College will pay for the first four (4) visits per student per academic year. Student visits to the clinic are confidential.

For more information: <http://www.mcpherson.edu/students/health-counseling/>

Campus Ministries

The Director of Campus Ministries directs religious life programming, provides pastoral care and counseling, serves as the sponsor for religious life student groups, and coordinates McPherson College's service learning programs. The Campus Ministries Office is located in Miller Library. (ext. 2508)

Career Services

The Career Services Office provides career counseling for students during all phases of career decisions; internships, job search skills, resume writing, interviewing techniques, and other aspects of life planning that are relevant. Further services include assistances in setting up a credential file with references and pertinent materials. The Career Services Offices is located in the Royer Center in Miller Library. (ext. 2436)

Athletic Practice Times

Sport	Fall 2017 Practice Start Time	Interterm 2018 Practice Start Time	Spring 2018 Practice Start Time
Baseball	4:00 pm	3:00 pm	3:00 pm
Basketball: Men	3:00 pm	3:00 pm	4:00 pm
Basketball: Women	3:00 pm	3:00 pm	4:00 pm
Cheer	3:00 pm (Tu/Th only)	5:00 pm	4:00 pm
Cross Country	4:00 pm	4:00 pm	4:00 pm
Dance	3:00 pm	3:00 pm	4:00 pm
Football	4:00 pm	4:00 pm	4:00 pm (3 wks only)
Soccer: Men	4:00 pm	6:00 pm	4:00 pm
Soccer: Women	3:00 pm	5:00 pm	4:00 pm
Softball	3:00 pm	3:00 pm	3:00 pm
Tennis	4:00 pm	4:00 pm	4:00 pm
Track & Field	4:00 pm	3:00 pm	3:00 pm
Volleyball	3:00 pm	5:00 pm	4:00 pm

Courses Approved for General Education Requirements

* Denotes Language Intensive

** Denotes Language Intensive if taken for 4 hours.

FOUNDATION COURSES

A. Oral Communication

(1 course required)

- *G-CM130: Interpersonal Communications
- G-CM140: Public Speaking
- *G-CM218: Business and Professional Communications

B. Written Communication

(4 courses required)

2 courses required:

- G-EN110: College Composition I
- G-EN111: College Composition II

1-2 courses required depending on degree:

Language intensive (LI) with at least one course in the student's major department-LI courses are listed at the end of the general education page

C. Mathematics

(3-4 hours required)

- G-MA105: College Algebra
- G-MA111: Calculus I
- G-MA153: Principles of Geometry
- G-MA201: Survey of Mathematics
- G-BA220: Business Applied Statistics
- G-MA221: Elementary Applied Statistics

D. Religion/Values/Beliefs

(3-4 hours required)

- G-PR101: God & People in Ancient Israel
- G-PR102: Jesus: New Testament Foundations
- **G-PR104: Ethics
- *G-PR106L: Spiritual Pathways
- G-PR107: Critical Thinking
- G-PR201: Introduction to Philosophy
- *G-PR202: History of Christianity
- G-PR203: Science and Religion
- G-PR204: Peacemaking: Religious Perspectives
- G-PR206: Religion and Environmental Stewardship
- G-PR306: World Religions
- G-PR391: Evolution
- G-PA125: Film and Culture

E. Wholeness/Health/Fitness

(2 hours required)

- G-PE150: Concepts in Holistic Health
- G-PE170: Personal & Community Health

F. Global/Intercultural Experience

(3 hours required)

- G-CI251: Introduction to Education Practicum
- G-CI333: Intercultural Education
- *G-CM221: Intercultural Communication
- **G-EN210: Masterpieces of World Literature
- **G-EN220: Contemporary World Literature
- G-ET201: Entrepreneurship on the Horizon
- G-HI210: Topics in World History
- *G-HI333: Technology and Society
- *G-MA290: History of Mathematics
- G-ML108: Level I Spanish
- G-ML109: Level II Spanish
- G-ML208: Level III Spanish
- G-ML209: Level IV Spanish

- G-ML350: Junior Year Abroad
- G-PR306: World Religions
- G-PS130: Principles of Geography
- *G-PS215: Global Peace Studies
- G-SO202: Minorities in the US
- *G-TE333: Technology and Society

DISTRIBUTION COURSES

HUMANITIES

Required: 6 hours total

Minimum of 2 hours in the arts and 2 hours in literature

The Arts:

- G-AR101: Drawing I
- G-AR102: Painting I
- G-AR131: Ceramics I
- G-AR220: Graphic Design for Non-Art Mjrs
- *G-AR310: Art History I
- *G-AR311: Art History II
- G-AR350: Sculpture
- G-PA110: Introduction to Performing Arts
- G-PA120: Music Appreciation
- G-PA132: College Choir
- G-PA134: College Band
- G-PA160: Performing for the Stage
- G-PA170: Stagecrafts

Literature:

- *G-EE210: Children's Literature
- **G-EN210: Masterpieces of World Literature
- **G-EN220: Contemporary World Literature
- G-EN235: Selected Topics in Literature
- **G-EN255: American Literature II
- **G-EN270: Fiction
- **G-EN370: Poetry
- G-PA265: Script Analysis
- *G-PA385: Performing Arts History and Lit I
- *G-PA390: Performing Arts History and Lit II

SCIENCE & TECHNOLOGY

Required: 7 hours total

1 course in life sciences & 1 course in physical science-one must include a lab component

Life Sciences:

- G-BI101: Principles of Biology
- G-BI106: Environmental Biology
- G-BI111: College Biology I
- G-BI201: Biodiversity
- G-BI210: Nutrition

- G-NS100: Science in Society
- G-NS141: Environmental Science

Physical Sciences:

- G-CH101: Principles of Chemistry
- G-CH106: Environmental Chemistry
- G-CH111: College Chemistry I
- G-NS100: Science in Society
- G-NS141: Environmental Science
- G-NS245: Climatology
- G-PC251: Geology
- G-PC275: Astronomy
- G-PH215: General Physics I

SOCIAL SCIENCES*Required: 9 hours total**One each from behavioral science, social institutions, history*

Behavioral Sciences: G-CM120: Intro. to Human Communication
 G-PY101: Introduction to Psychology
 G-SO101: Introduction to Sociology
 G-SO246: Marriage and Family

Social Institutions: G-BA101: Introduction to Business
 G-BA230: Personal Finance
 G-CI150: Introduction to Education
 G-EC416: Ecological Economics
 G-ET201: Social Entrepreneurship
 G-HI/PS101: Historical Intro to Politics
 G-PS102: United States Government
 G-PS125: International Relations
 G-SO246: Marriage and Family

History: G-HI/PS101: Historical Intro to Politics
 G-HI110: World Civilization to 1500
 G-HI120: World Civilization since 1500
 G-HI130: Introductory Methods for Hist. Analysis
 G-HI140: American History to 1877
 G-HI150: American History since 1877
 G-HI220: Twentieth Century Europe
 G-HI217: Latin American History
 G-HI236: Topics in Social History
 G-HI261: Kansas History and Research

COLLEGE SEMINARS**A. G-ID101 First Year Seminar**

Students will learn about college life, create a degree plan, and practice good study skills, critical thinking, and conflict resolution

B. G-ID201 Sophomore Seminar

Students will complete a service project, develop a career plan, and show that they have explored internship opportunities.

C. Junior Seminars

Working closely with faculty in their fields, students will complete a professional or service internship and fulfill other goals as determined by department faculty.

D. Senior Capstone Experience

Students will complete a senior project, as designed by department faculty.

Courses Approved as Language Intensive

G-AR310: Art History I
 G-AR311: Art History II
 BA324: Organizational Behavior
 BA339: Human Resource Management
 BA475: Business Strategy and Policy
 BI391: Evolution
 CI455: Teaching Learning Process
 G-CM130: Interpersonal Communication
 G-CM218: Business & Professional Communication
 G-CM221: Intercultural Communication
 CM475A: Senior Seminar in Communication Research
 CM475B: Senior Project in Communication
 G-EE210: Children's Literature
 EE303: Reading/Language Arts I
 **G-EN210L: Masterpieces of World Literature
 **G-EN220L: Contemporary World Literature
 **G-EN255L: American Literature II
 **G-EN270L: Fiction
 **G-EN370L: Poetry
 EN313: Expository Writing
 EN475: Senior Seminar

HI/PS475: Senior Thesis
 IT475: Senior Projects in Information Technology
 G-MA290: History of Mathematics
 MA475: Senior Project in Mathematics
 ML385: Advanced Level Composition & Conversation
 NS300: Research Methods
 NS475: Senior Research
 G-PA265: Script Analysis
 G-PA385: Performing Arts History and Lit I
 G-PA390: Performing Arts History and Lit II
 PA475: Senior Projects in Performing Arts
 PE380: History & Philosophy of Health, PE, Sport
 **G-PR104L: Ethics (4 hours)
 G-PR106L: Spiritual Pathways
 G-PS215: Global Peace Studies
 PY450: History and Systems of Psychology
 PY/SO475: Senior Thesis
 G-HI/TE333: Technology & Society
 TE475: Senior Project

** Denotes Language Intensive if taken for 4 hrs.