

*Harding
University*

International Student Brochure



Provided to International Students by the
Registrar's Office

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BEFORE ARRIVAL

For any information regarding study and life at Harding before arrival, please contact Stacey Vaughn in the Admissions Office by emailing svaughn@harding.edu or calling +1-501-279-4407.

Proof of Immunity

Arkansas state law requires proof of immunity against measles and rubella in order for students to attend a university in Arkansas. All international students MUST receive 2 MMR vaccines, or 2 measles vaccines and 2 rubella vaccines, and provide a copy of an official immunization record from the student's physician, the public health department, an educational institution, or personal family record. The official immunization record must have been signed by a licensed medical doctor or authorized public health department representative and received in the Admissions Office by the 4th week after class begins. Fail to submit an official immunization record in time may result in probation from class and a hold on registration. Please ensure to do this early, because the second vaccine is given 4 weeks after the first.

Checklist before arrival (Check the item as you finish the task.)

- _____ 1. Get 1st MMR vaccine
- _____ 2. Get 2nd MMR vaccine 4 weeks after 1st
- _____ 3. Transfer documents (Transfer students only)
 - Official transcript
 - Certified English translation of transcript
 - Course description
- _____ 4. Check email for dorm assignment
- _____ 5. Sign up for Student Impact
- _____ 6. Arrange for airport pick-up

Email: Chinese students—contact Milo Hadwin at mhadwin@harding.edu

Other International students—contact Nicky Boyd at nboyd@harding.edu

To Begin:

Arrive Early—Student Impact

Harding University offers various opportunities to help new students know more about Harding University. Student Impact is an orientation program that is open to students accepted to Harding. Approximately 250 upperclassmen will be involved in the program to answer questions, move new students into dorms, help orient new students to Harding, and see to it that they have a good time. More information on Student Impact and applications can be accessed by going to <http://www.harding.edu/impact/index.html>, or by contacting the office at impact@harding.edu or +1-501-279-4110.

About Student Impact:

- Participants should arrive on the Thursday before school begins to get ready for activities. Every student would move into the dorm on this day and have dinner with other students.
- The program lasts three days, starting on the Friday and closing on the Sunday before school begins on Monday.
- Entertainment such as a campus tours, sports, and theme dinners will be held in the program.
- Arrangements will be set up for participants to meet with advisors for academic advising and class registration.

Arriving early to attend orientation gives you the chance to:

- See and talk to the most important people you will need to know at Harding University.
 - Academic Affairs staff
 - Student Life staff
 - Registrar's Office staff
 - International Student Services Office staff
 - Academic advisors
- Enroll early to get your student ID card early. You will need your student ID card to open bank accounts, borrow books from the library, and more.
- Meet and get advice from your academic advisor.
- Meet upperclassmen and get suggestions from them.

- Find your way around the campus
 - Library
 - Important administration offices
 - Computer Labs and facilities
 - Recreation and eating areas
 - Classrooms
- Meet other international students who may share your classes, concerns or fears. Knowing another face on campus as you become more comfortable with the routines can help you avoid any feelings of isolation.
- Meet other new American students and interact with them and make friends. As new comers together, you will find it easier to become close friends.

To apply:

- International Students are suggested to apply one month ahead (in May or June), or as soon as possible, so that the staff of Student Impact will be able to assign you in groups with other international students as well as American students.
- A US\$95 fee will be charged and added to the student's fall semester account for participating in Student Impact. The fee will pay for a STUDENT IMPACT T-shirt, an academic planner, a photo student record, room, meals, theme dinners and entertainment. Because this fee will be added to your fall semester account at the time of STUDENT IMPACT registration, do not send any money when you apply.
- Register for the program by calling +1-501-279-4110, emailing impact@harding.edu, web registering at <http://www.harding.edu/impact/register.html>, or walking in the office (Student Center 205).
- Students participating in an extracurricular activities during this time such as soccer, football, volleyball, etc. should not sign up due to time constraints.

New students: What to do first?

Note: The sequence of the tasks corresponds to the task's urgency. Start with number 1 and finish the initial tasks as soon as you can. Check the item as you finish it.

- _____ 1. Get a campus map
 - Go to <http://www.harding.edu/map/>
- _____ 2. Check your email for dorm assignment.

Note: If you have not received an email for your dorm assignment, please go to the Office of Residence Life (Student Center 207) to find out.
- _____ 4. Get the key for the dorm
 - Dorm Manager (First floor of your residence hall)
- _____ 5. Report arrival
 - International Student Service Office (Student Center 237)
- _____ 6. Get your student I.D. and select chapel seat
 - Office of Student Life (Student Center 218)
- _____ 7. Encode your student I.D. to enter your residence hall
 - Office of Residence Life (Student Center 207)
- _____ 8. Get a username and password for Pipeline
 - DormNet (Administration Building 206)
- _____ 9. Get a schedule for class
 - ESL students
 - Ms. Lauren Boone (American Studies 125)
 - Students with major declared
 - Department Office (See majors and department office locations in that section on page 24.)
 - Students with major undeclared
 - Academic Advising Center (Student Center 222)
 - Graduate students
 - Respective Graduate Office
- _____ 10. Register for class

Note: a). Please refer to the section “Registration”

b). You may not be able to register for classes due to an Admissions hold or medical holds; in this case, see the Registrar’s Office if you are unsure of what you need to do or which office you need to visit to have the hold lifted. These holds need to be lifted as soon as possible so you can register for class as soon as possible.

_____ 11. Purchase textbooks

—Bookstore (First floor of Student Center)

Note: Please refer to the section “Textbooks”.

_____ 12. Get a mailbox

—Post Office (First floor of Student Center)

_____ 13. Submit the required vaccination record

—Office of Student Life (Student Center 218)

Note: Please refer to the section “Admission Office”.

_____ 14. Transfer credits (*Transfer students only*)

—Registrar’s Office (First floor of Administration Building)

Note: Please refer to the section “Registration”

_____ 15. Pay for tuition

—Business Office (First floor of Administration Building)

Note: Please refer to the section “Paying fees”. You may need to open a bank account before doing this.

_____ 16. Open a bank account

--any local bank (Simmons First Bank has experience with International students.)

Returning students: What to do first?

Note: The sequence of the task is correspondent to its urgency. You need to finish the tasks at the top as soon as you can. Check the item as you finish the task.

_____ 1. Report arrival

—International Student Services Office (Student Center 237)

—Visit with your major advisor

_____ 2. Register for class

Note: Please refer to the section “Registration”

_____ 3. Select chapel seat

- Log in to Pipeline
- Click on “My HU Info”
- Click on “Student”
- Click on “Registration”
- Click on “Select Chapel Seat”

_____ 4. Get schedule for Class

- ESL students
—Ms. Lauren Boone (American Studies 125)
- Students with major declared
—Department Office (see majors and department office locations in that section on page 24)
- Students with major undeclared
—Academic Advising Center (Student Center 222)
- Graduate students
—Respective Graduate Office

_____ 5. Purchase textbooks

—Bookstore (First floor of Student Center)

Note: Please refer to the section “Textbooks”.

_____ 6. Pay for tuition

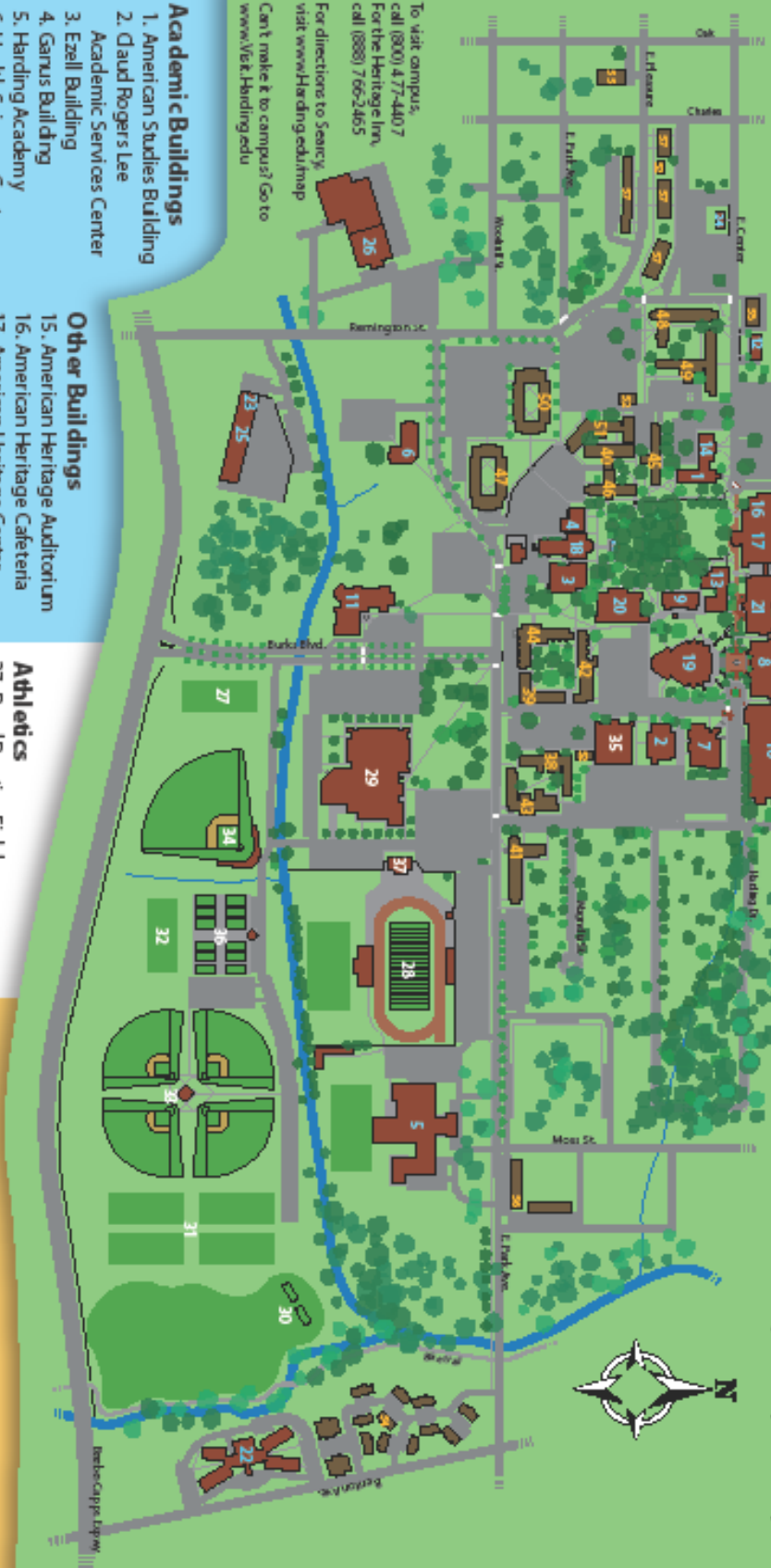
—Business Office (First floor of Administration Building)

Harding Campuses

Main Campus - Searcy, Ark.
 Graduate School of Religion - Memphis, Tenn.
 Professional Center - North Little Rock, Ark.
 Professional Center - Berkeville, Ark.
 International Programs - around the world



HARDING
 UNIVERSITY
 Searcy Campus Map



To visit campus,
 call (800) 477-4407
 For the Heritage Inn,
 call (888) 766-2465

For directions to Searcy,
 visit www.Harding.edu/map
 Can't make it to campus? Go to
www.Visit.Harding.edu

Academic Buildings

1. American Studies Building
2. David Rogers Lee Academic Services Center
3. Ezell Building
4. Gannus Building
5. Harding Academy
6. Health Sciences Center
7. Mabee Business Building
8. Midreer Bible & World Missions Center
9. Olen Hendrix Building
10. Pryor-England Science Center
11. Reynolds Center for Music & Communication
12. Sears Honors College
13. Stevens Art & Design Center
14. Thornton Education Center

Other Buildings

15. American Heritage Auditorium
16. American Heritage Cafeteria
17. American Heritage Center
18. Administration Building
19. Benson Auditorium
20. Brackett Library
21. Hamm on Student Center
22. Harding Place Retirement Center
23. Harding Press
24. Health Services
25. Lott Tucker Physical Resource Building
26. Urey Performing Arts Center

Athletics

27. Band Practice Field
28. First Security Stadium
29. Gannus Athletic & Wellness Center
30. Golf Range
31. Intramural Football Fields
32. Intramural Soccer Field
33. Intramural Softball Fields
34. Jerry Moore Baseball Field
35. Rhodes Memorial Field House
36. Tennis Complex
37. Weight Room

Residence Halls

38. Allen Hall
39. Armstrong Hall
40. Cathart Hall
41. Cone Hall
42. Graduate Hall
43. Harbin Hall
44. Keller Hall
45. Kendall Hall
46. Patten Cobb Hall
47. Pryor Hall
48. Searcy Hall
49. Sears Hall
50. Shores Hall
51. Stephens Hall
52. Laundry Facilities (A-C)

Apartments

53. Center Place Apt.
54. Harding Village
55. Pleasure Oaks Apt.
56. Stafford Apt.
57. West Apt. (A-D)

Registration

The Registrar's Office is responsible for registration such as dropping/adding class, graduation, transferring courses, etc. Information regarding registration can be found by linking to www.harding.edu/registrar, emailing registrar@harding.edu, calling +1-501-279-4057, or visiting the office at the first floor of the Administration Building.

How to register for classes?

Note: Students are suggested to get advice from their advisors and design a course schedule before registering for classes.

- Log in to Pipeline
- Click on “My HU Info”
- Click on “Student”
- Click on “Registration”
- Click on “Look-up Classes to add”
- Select the correct term
- Fill in as much information as you can, and click on “class search”
- Check the classes that you want to register for
- Click on “register for the class” at the bottom.

If you have already looked up the classes on the Course Schedule, follow the instructions below:

- Log in to Pipeline
- Click on “My HU Info”
- Click on “Student”
- Click on “Registration”
- Enter the course information and click on “register”

How to transfer credits?

Note: Please refer to “Overseas Transfers” in the following supplemental information.

- Bring the official transcript with the certified English translated copies and course description to the Registrar's Office.
- Credits accepted by Harding will show on Pipeline after processing.
Note: Please allow approximately a month for processing the transcript from an overseas institution. Transcripts from overseas institutions that have not been evaluated before may take up to two months for evaluation of the institution, the courses, and the transcripts.

- ✓ Log in to Pipeline
- ✓ Click on “My HU Info”
- ✓ Click on “Student”
- ✓ Click on “Student Record”
- ✓ Click on “Academic Transcript”
- If some of the courses do not show up on Pipeline, you can contact the Registrar by emailing registrar@harding.edu, calling +1-501-593-4057, or visiting the Registrar’s Office at Administration Building 106.

ACADEMIC POLICIES & PROCEDURES

Note: This session is supplemental information to the Catalog. **Undergraduate Students** please refer to the Undergraduate Catalog for respective information in the sections listed. **Graduate and Professional students** please refer to the Graduate and Professional Catalog for additional information.

- **Catalog**--A College Catalog is an official publication giving information about a university's academic programs, facilities, entrance requirements, and student life.
(Source: <http://oregonstate.edu/admissions/international/glossary.html>)
- **Undergraduate students** can get access to the Undergraduate Catalog of Harding University at www.harding.edu/catalog.
- **Graduate and Professional students** can get access to the Graduate and Professional Catalog of Harding University at <http://www.harding.edu/gradcatalog/>.
- Students can retrieve **Course Schedules** at www.harding.registrar/registration.

Academic Information

Registration Policies

What is registration? Registration is a process of signing up for classes. In the United States, students sign up on their own for classes every semester according to what is offered by the University. Students will be assigned an academic advisor to assist with their academic plan in college, such as what major to choose and the schedule of classes. Usually, students meet with their advisors at the beginning of the first semester before they sign up for class. Then, they meet with advisors at the end of each semester before signing up for classes, or whenever they have questions about their academic plan.

Registration

Note—Students can drop/add classes in the first three days of the Fall and Spring semesters online with no charge. Later on, students are charged for dropping/adding classes depending on the date they submit the application.

Course Policies

Leveling Work

Note--All international students, both undergraduate and graduate, who enroll at Harding University are expected to present a TOEFL score of 550 or higher (or an equivalent combined score of 79 on the IBT) or a 6.0 on the IELTS. Specific exceptions to this policy are limited to students who are assessed by an approved representative of Harding and judged to have satisfactory English skills. The students granted these exceptions are required to enter the university's intensive English program. Students will not be allowed to take classes outside the ESL Program until they have passed the ESL classes with a grade of "C" or above, and earned a TOEFL score of 550 or higher (or an equivalent combined score of 79 on the IBT) or a 6.0 on the IELTS. See ESL Policies for more information.

Other leveling work may be required by individual departments before a student can progress with his/her major.

Overseas Transfers

International students or any student who transfers from an institution overseas should submit an official transcript, including certified English translated copies. Students should be aware that these documents may be submitted to a third-party credential service by Harding for an official evaluation. This process may take up to three months. The student will be charged for this service. Courses completed at an overseas college will be evaluated on an individual basis and course descriptions will be required. Students should be aware that some courses may require validation by examination.

Note-- International students or any student who transfers from an institution overseas should be aware that documents of official transcript may not be submitted to a third-party credential service if Harding has evaluated official transcripts of the respective institution before.

Examination

SPECIAL EXAMINATIONS

Note:

- **Advanced Placement (AP)** and **International Baccalaureate (IB)** are examinations offered for students in high school.
- **College Level Examination Program (CLEP)** is offered at Harding to ALL students. Credit for specific undergraduate courses is awarded if the required CLEP exam is passed.
- Please refer to the respective section in the Catalog for detailed information or visit the Testing Office located at SCI 114 or their website www.harding.edu/testing.

Withdrawal Procedures

(What is withdrawal? Withdrawal is the act of drawing someone or something back from or out of a place or position. Withdrawal from class means dropping a class or several classes. Withdrawal from school means dropping all the classes from school.)

Note-- International students may be aware that International students holding an F-1 Visa must take a full load to remain in status. Students can be less than full time in their final semester before graduation. If a student falls out of status, they have 60 days to leave the country or apply to regain their status. For more information, please visit the International Student Office at Student Center 237, call the office at +1-501-279-4023, or send an email to nboyd@harding.edu.

ESL Policies

Harding University Admission Policies for International Students

All international students, both undergraduate and graduate, who enroll at Harding University are expected to present a TOEFL score of 550 or higher (or an equivalent combined score of 79 on the IBT) or a 6.0 on the IELTS. Specific exceptions to this policy are limited to students who are assessed by an approved representative of Harding and judged to have satisfactory English skills. The students granted these exceptions are required to enter the university's intensive English program.

1. Every undergraduate and graduate international student who does not have the required TOEFL or IELTS score is required to enter the concentrated English curriculum the first semester they are enrolled at Harding University. The student will remain in the concentrated English curriculum until he/she meets the requirements in #3 below.
2. A TOEFL score of 550/79 or above is required, and a grade of C or above in ENG 099, ENG 101, and COMO 101 is required for students in the intensive English classes to exit the intensive English curriculum and enter regular university classes. Students who make a D or below in one class, but pass the TOEFL must retake the class they did not pass. Students who do not pass the TOEFL will continue in the ESL curriculum until their third semester. After a third semester in the ESL curriculum, students may enter regular university classes without oversight of the ESL Program Coordinator, if they've passed all the courses up to that point.
3. There will be one exception to the required 550 TOEFL score to exit the ESL curriculum: If an undergraduate student makes a final grade of A in ENG 099, ENG 101, and COMO 101 **and** makes a TOEFL score of 530 or above, he/she may be given an alternative assessment and if the student does above average on the assessment, he/she may enter the regular university curriculum. Graduate students may be admitted to their graduate

program with a TOEFL score of less than 550 only at the discretion of the appropriate program director.

4. If any students who has already been accepted into a graduate or undergraduate program and has started the first few days of program is perceived by the teachers to be struggling because of language issues, he/she will be required to take an additional English assessment and may be required to take the concentrated English curriculum for that semester in order to enhance his/her opportunity for success in the program.
5. For some graduate programs, entrance exams like the MAT, in addition to the TOEFL, may be required. If any student has not taken the exam prior to entering the U.S., the student will take the exam immediately after arriving in the U.S.
6. The concentrated English curriculum will consist of the following courses in some combination depending on the semester taken:
 - ENG 098 (3hrs) Vocabulary & Reading
 - ENG 099 (3hrs) Writing& Grammar
 - ENG 101 (3 hrs) Listening/Speaking
 - COMO 101 (3hrs) Speech/ESL ### (#hrs) English for Business
 - BNEW 112/BOLD 100 (2 hrs) Bible (not required for graduate students)Total hours for undergraduate students: 14 hours; for graduate students: 12 hours

Textbooks

Students can purchase textbooks from the Harding University Bookstore, located on the first floor of the Student Center. For more information about purchasing textbook in HU Bookstore, please contact +1-501-279-4351, or visit the website <http://hubookstore.harding.edu>.

Purchase from HU Bookstore

- A counter for textbook purchase will be set up on the second floor of Student Center right next to the side door of the HU Bookstore, which is next to the Housing Office.
- Bring your student I.D. and class schedule printed from Pipeline. You must have a schedule to purchase books. Please refer to “Print Class Schedule” below.
- The bookstore tries to have an adequate supply of both new textbooks and used textbooks (when available) at the start of each semester.
- Textbooks purchased from HU Bookstore are allowed to be returned within the required period. Also, during the final week of each semester, the bookstore provides periods to buy textbooks back. Please refer to the respective policy below.
- DO NOT write in your new textbooks until you are certain you have the right books. Once written in, new textbooks cannot be returned for the full purchase price.
- A period of textbook buyback will be set during the week of finals. Schedules of textbook buyback can be found during the last week of finals on the HU Bookstore website or posted outside of the bookstore.

Print Class schedule

- Log in to Pipeline.
- Under the section “My Courses”, click “Click here to:” .
- Select the current term in the box after “Course Schedule for:”.
- Print out the course schedule.

Payments in HU Bookstore

- **Credit Card:** The bookstore accepts payments by VISA, MasterCard, and Discover with a US\$5 minimum purchase.
- **Checks:** Personal checks are accepted with a current student I.D.
- **Financial Aid Charging** is also available. Students may charge textbooks and supplies to their business office account at the first of each semester. Your Harding ID card is used to access your account. You must present your student ID card to the cashier when using this option. Only required textbooks and required supplies can be purchased with this option.
- **BISON Account:** A special debit account can be set up in the Business Office that will allow you to use your Harding ID card to purchase ANY merchandise in the bookstore. Funds for this account are deposited in the Business Office in any amount by check or credit card. Contact the Business Office for further information about setting up a BISON

account. Present your Harding ID card to the cashier at time of purchase and tell the cashier that you want this purchase to go on your BISON account. Additional funds may be deposited into this account as needed. If not used, these funds will roll over to the next semester.

Textbook Return Policy

- Returns must be accompanied by Harding I.D. and a current cash register receipt.
- You can get a full refund for any reason the first three days of classes (Mon., Tues., & Wed.) for the fall and spring semesters and through the first day of classes (Mon.) for summer terms.
- A full refund is still allowed on Thursday and Friday of the first week of classes for class drops and class changes during the fall and spring semesters. A copy of the drop/add change form is required for this refund.
- Returns are not allowed for online classes, special terms, or seminars.
- Shrink-wrapped books and books with sealed CD packs may not be returned if books are unwrapped or seals are broken.
- Textbooks must be in the same condition as they were when purchased. New books must be clean and unmarked, or they will be refunded at the used price.
- Refunds will be given in the same tender as payment. A 10-day waiting period is required for refunds being made by check.

Textbook Buyback

- Purchase periods are provided as a service to students who wish to sell their used textbooks within the following guidelines:
- Used texts needed for the next term will be purchased during finals week of each current semester or summer terms.
- Generally, texts will be purchased at the rate of $\frac{1}{2}$ of the purchase price under the following guidelines:
 - a. They are your own books.
 - b. They are being reordered for the next term.
 - c. They are needed because of a depleted inventory.
 - d. They are in good condition for resale.
- A used book wholesaler will be provided to purchase current book titles no longer being used on our campus.
- Study guides, lab manuals, and texts with perforated or removable pages normally will not be bought back.

Purchase from other dealers online

- Students can also purchase textbooks online from other textbook dealers, such as Amazon or Half.com.
- Students will need book information, such as title, ISBN, etc., to order online. This information may be found on the course syllabus or by contacting the teacher in advance.
- Please be aware that for standard shipping, it usually takes more than a week to receive the textbook after placing the order. Students should plan ahead for purchasing textbooks online. It is suggested to contact the teacher one month ahead before the class starts.

- Students will need a credit card, or bank account number in any American bank to make the payment online.
- Students should be aware of ordering the correct edition of the book. Some teachers may not allow use of used books. Be sure to get all the information needed before order the books.

Paying Fees

Bills regarding Harding and student accounts should be paid in the Business Office. For more information about paying fees, please refer to www.harding.edu/businessoffice, or visit the Business Office at Admin 103.

More things that you need to know about paying fees:

- The entire Harding campus, including the Business Office, does not accept VISA cards at all as a payment option. Bills paid with other credit cards will be charged a convenience fee.
- International students are suggested to pay by check for expenses on campus. International students can open a bank account in any American bank, and deposit their funds for tuition in the account, or apply other ways to transfer the funds from the native country.
- Students who fail to pay bills on time will be posted a hold on the student account. Enrollment and registration will be terminated until the bill is covered and the hold is removed. International fund transfer usually takes longer time than domestic transfer. International students are suggested to plan ahead to have tuition be transferred in and make sure funding is enough to support the completion of their degree before applying for admission.
- Every student at Harding is required to have their billing address updated in a timely manner so as to receive mail regarding student status at Harding. Students can go on to Pipeline to change their mailing address. International students who have an on-campus mail box should register a valid foreign address in the Post Office.
- All international students are required by law to have Health Insurance from approved agencies. The International Student Office will offer Health Insurance for International students to purchase. Those who have own insurance need to get approval from the International Student Office. Within the first month of the Fall semester, the Business Office will receive a list from the International Student Office to charge for payment of Health.

Residence Hall Life

Questions regarding residence Life in Harding can be referred to the Office of Residence Life, which is located in the Student Center 207 (phone: +1-501-279-4256). More information can be found by visiting www.harding.edu/reslife. The *Residence Life Handbook* (also called “*The GoldBook*”) is given out in the residence halls. Students can also download *The GoldBook* on the webpage of the Office of Residence Life.

On-campus Housing

Changing to a Different Room or Hall

From fall to spring

1. In the Fall Semester, if students would like to change rooms or change to other residence halls for the spring semester, they need to stop by the Office of Residence Life to get on the waiting lists to request the desire residence halls. Please note that students must have completed at least 27 hours by the end of the fall semester to be eligible for Searcy Hall. The sooner students put their names on the waiting list, the better their chances are of being able to make a move.
2. Qualified students wishing to move to privileged housing (Shores, Pryor, Cone Hall and West Apartments) in the spring semester must have completed an application and have been approved by a date near the end of October. The exact date will be provided to the students near the beginning of October each fall. Qualifications for privileged housing can be found in *The GoldBook*. Application can be filled out on Pipeline. (Log in to Pipeline—My HU Info—Student—Registration--Privileged Housing/Status.)

From spring to fall

Women’s Housing:

1. At the end of February, RAs will have each resident who is going to return to campus housing in the fall fill out a blue card. Each student who fills out a blue card and indicates on her RA's sheet that she wishes to make a room change will be given a time slot. These will be assigned according to the number of hours Banner shows each person has already completed as of March 1st. Time slot lists will be posted in the residence halls and outside the Office of Residence Life near the end of March.
2. Occupants of Searcy, Shores, and Pryor Halls will receive different instructions near the end of February.
3. Students are welcome to reserve their current rooms. When filling out the blue card, students can indicate on the sheet that the RAs have them sign that they want to return to

the same room. Residence Life will assign them to the same room and students will not need to come by the office to do that. Cathcart, Sears, and the third floor of Stephens are for freshmen only. Occupants of these residence halls are required to change rooms in the fall.

Men's Housing:

1. In the spring semester, time slots will be set up according to the number of hours Banner shows each person has already completed. Time slot lists will be posted in the residence halls and outside the Office of Residence Life near the end of March.
2. Occupants of Cone Hall and West Apartments receive different instructions from others.
3. Students who desire to stay in their current room need to go to the Office of Residence Life to sign up during the scheduled time period.
4. Harbin and Armstrong Halls and some rooms in Keller are for freshmen only. Individuals living in these spaces may not reserve their current rooms. Men currently living in the Keller rooms may go to the Office of Residence Life on a scheduled advanced time to choose a different room in Keller. Occupants of Keller can check with the Office of Residence Life to get more information about the rooms only for freshmen and signing up for a room.

General Information:

1. In February, each student will receive handouts regarding the sign-up for residences. Students are welcome to contact their RAs or the Office of Residence Life for more detailed information about this.
2. Students who cannot show up in the scheduled time slot can write a permission note and ask their friends to bring in the note to the office to change their rooms.
3. Students are allowed to reserve the current room and also come by the office to try if there are preferable changes.
4. Students who want to move out of campus residence halls in the fall can have their room deposit returned if they cancel their reservations by the deadline. This deadline is subject to change every semester. Students can contact the Office of Residence Hall for the deadline to cancel a room reservation.
5. Students who leave school at the end of the semester without reserving a residence hall space and later want to reserve one will be required to deposit US\$125.
6. Students making reservations beginning August 1st will be charged a US\$50 nonrefundable late housing fee in addition to the housing deposit.

Vacation Periods and School Breaks

1. Residence halls are closed during breaks. Residents are required to make other housing arrangements during Thanksgiving, Christmas and Spring breaks. Students may contact Mr. Corey McEntyre at +1-501-279-2234, or e-mail him at cmcentyr@harding.edu, to get help finding place to stay during Thanksgiving and Spring breaks. Request for help should be made at least two weeks before the break.
2. Students are required to completely clean and vacate the rooms during summer vacation. Students who have an assignment to live in a residence hall for the fall semester are allowed to store six boxes of belongings of limited size in an assigned storage room in a residence hall. For other personal belongings, it is suggested students share rent on a storage room in town with other students.

Off-campus Housing

1. Students can refer to the *Student Handbook* for more information about criteria for off-campus housing. The *Student Handbook* is given out in the Student Life Office, which locates in Student Center 218, or downloadable from the Student Life website at <http://www.harding.edu/StuLife/>.
2. Students who need a family with approved housing to stay with can stop by the Student Life Office to pick up a contact list of approved housing. Approved housing is not limited to the familys listed; any Harding faculty or staff member who works 40 hours a week at Harding can be approved for housing. If students find a full-time faculty member willing to provide off-campus housing, they should fill out the application for off-campus housing on Pipeline under the Registration tab.
3. Students moving to off-campus housing can have their room deposits returned if they cancel their reservations by the deadline. This deadline is subjected to change every semester. Students can contact the Office of Residence Hall for the deadline to cancel a room reservation.

Working on Campus

The Immigration and Nationality Act makes the assumption that F-1 students are here for the primary purpose of attending school. Therefore, international students with an F-1 visa are allowed to be employed only in on-campus positions if such employment will not interfere with the student's ability to carry a full program of study. Questions regarding student employment on-campus can be referred to the Human Resources Office, which is located in the back of the Ezell building (phone: +1-501-279-4380). More information about student employment can be found by visiting <http://www.harding.edu/StudentHR/>.

Eligibility for Student Employment at Harding

- A student must be currently enrolled in classes or registered for the next semester during periods of non-enrollment. New incoming students admitted to the university and who have paid the enrollment deposit for fall semester are eligible for student employment the preceding summer.
- Support the university's mission to provide quality education in a Christian environment.

How to apply for the first job?

Step 1: A list of open jobs on campus can be accessed in the Human Resources Office, or students can visit the Harding HR website: <http://www.harding.edu/HR/>. Then students need to go to the employer and interview with them.

Step 2: Once the employer agrees to hire the students, the students need a letter from the employer to verify employment. The student's supervisor must sign and date the employment letter. This letter must describe:

- Your job;
- Your employment start date;
- The number of hours you are, or will be, working;
- Your supervisor's name and telephone number.

Step 3: The students need another letter from the International Student Life Office (Student Ctr. 237). You may find Dr. Nicky Boyd or his assistant to help you with the letter.

Step 4: The students need to go the Social Security Office to get a Social Security Number (SSN). Applicants for SSNs will need the two letters mentioned above and the applicant's I-20 form and passport. SSNs are generally assigned to people who are authorized to work in the United States. It is used to report your wages to the government and to determine

eligibility for Social Security benefits. The Social Security Office will not assign you a number just to enroll in a college or school.

Step 5: After you receive your SSN, you have the right to work on campus. Students need to go to the Student Payroll Office to fill out documents to be eligible to work. Students will need their Social Security card, photo I.D. (such as Harding I.D.), passport, and I-20 form to finish the procedure. A white card will be issued to the students to bring to the employer. Then, the students can start to work. The Student Payroll Office is located in the back of Ezell building, next to the Human Resources Office.

Note:

- Students can usually work an average of 20 hours per week (20 hours for most International Students) during periods of enrollment, and up to 40 hours per week during periods of non-enrollment (Christmas, Spring Break, and Summer Break).
- The majority of student positions are paid an hourly wage. Students are paid on a regular bi-weekly schedule.
- Because students are part-time temporary employees, they do not receive benefits such as paid holidays, health insurance, etc., but are covered under Worker's Compensation.

Graduate Assistantships (graduate students only):

Graduate students can also apply for positions working as graduate assistants on campus. Graduate students employed as a graduate assistant receive scholarships or stipends. Once students submit the application, their applications will be sent to the offices that are hiring graduate assistants. Offices that are interested in a student's application will contact the student directly. For more information, students can visit the Office of Graduate Programs at Administration Building Room 209C (phone: +1-501-279-4335), or the website: www.harding.edu/gradprogram. Students can download the application, fill it out, and bring it to the Office of Graduate Programs.

Qualifications for applicants:

1. Must hold a bachelor's degree; must be enrolled as a fulltime graduate students (nine hours or more);
2. Must be enrolled in one of the following graduate programs: Education/ Master of Ministry/ Business Administration;
3. Must have a minimum graduate GPA of 3.0; (Students will not be eligible to work as graduate assistants in the first semester of graduate school.)
4. Must meet the admission requirements of the program;
5. Must not currently be receiving any other type of financial assistance from Harding;
6. Must have an interview with the employer.

Note: If the student qualifies for a faculty/ staff tuition discount or any other tuition discount at Harding University, he or she is not eligible for a graduate assistantship. Also, students in

the Master of Science in Marriage and Family Therapy (MFT) and Master of Science in Mental Health Counseling (MSMHC) degree programs are not eligible for a graduate assistantship. Please contact these programs for information regarding the availability of scholarships or financial aid.

Undergraduate: When you finish 45 credit hours

All undergraduate students who have finished 45 credit hours are required to conduct a Degree Evaluation and submit a Degree Audit to the Registrar's Office. The student's registration may be held for the next semester until the Degree Audit is submitted to the Registrar's Office. Your advisor's signature on the Degree Audit is required. Students are suggested to finish the audit as soon as possible. A blank Degree Audit form is distributed at the Registrar's Office on the first floor of the Administration Building.

INSTRUCTIONS FOR YOUR DEGREE EVALUATION

1. Log into Pipeline
2. Click on the "My HU Info" tab.
3. Click on "Student"
4. Click on "Student Records:
5. Select "Degree Evaluation"
6. Select the current term (i.e.: Fall 2009)
7. Submit
8. Verify the information (If you are undeclared, you will need to choose the "What-If Analysis").

Option #1

If everything is correct:

1. Click on "Generate New Evaluation" at the bottom of the page.
2. Click on the circle next to your Program, then choose "Generate Request."
3. Select "Detail Requirements."
4. This will generate your degree evaluation.
 - Under the "Met" column, courses with "No" are what you need to take.
 - Courses with "Yes" are the courses that are already satisfied.
5. Print this page and submit it with your Degree Audit.

Option #2

To select a different major than what is officially listed for you:

1. Click on "What-If Analysis" at the bottom of the page.

2. Select your entry term (catalog you want to be listed under)
3. Select your program.
4. Select a major and submit
5. Select the current evaluation term.
6. Click on “Generate Request.”
7. Select “Detail Requirements” and submit
8. This will generate your degree evaluation.
 - Under the “Met” column, courses with “No” are what you need to take.
 - Courses with “Yes” are the courses that are already satisfied.
9. Print this page and submit it with your Degree Audit.

Once this page is printed, choose which semesters you plan to take each missing requirement and write that class in the appropriate semester’s box on your blank Degree Audit. Go over this schedule with your advisor, have them sign the Degree Audit and bring both your Degree Evaluation and Degree Audit to the Registrar’s Office.

Note:

- The Degree Audit form can be accessed at the Registrar’s Office on the first floor of the Administration Building.

Graduating Next Semester

All the students are required to submit the Request to Graduate one semester prior to graduation. The submission of the Request to Graduate will notify the Registrar's Office to start their evaluation of your graduation requirements. Students will receive an email ahead of time if any accommodations should be made to graduate on time. Your advisor's signature is required to finish the Request to Graduate. Spring or summer graduates must file the Request to Graduation by October 1 in the fall semester of the senior year. Fall graduates must file by March 1 in the spring semester of the senior year. Failure to file the request in a timely manner may result in the student not being approved to walk in the commencement ceremony. The **Request to Graduate** form is available at the Registrar's Office on the first floor of the Administration Building.

Instructions for Request to Graduate

1. Get the Request to Graduate form in the Registrar's Office.
2. Fill out the form and have your advisor sign the Request to Graduate and the Graduation Requirement Checklist.
3. Submit the Request to Graduate to the Registrar's Office.
4. Wait 7-10 business days to receive an email from the Associate Registrar about your request.

Important Phone Numbers

Note: Office contact information can always be looked up from the Harding website by clicking “A-Z index”. If using campus phones, students can directly dial the extension (Ext.). If not, students should dial +1-501-279-extension. Students can also call the main campus number +1-501-279-4000, to get campus information including numbers of all the offices.

📞 Emergency

Public Safety—Ext 5000

📞 Main Campus Information

Main Campus Information Number—Ext 4000

📞 Need a tutor for schoolwork?

Academic Resource Center--Ext 4220

📞 Need an Adviser for major or courses selection?

Declared major: Department Office

Undeclared: Academic Advising Center—Ext 4531

📞 Need to pay a bill?

Business Office--Ext 4336

📞 Applying for a job or school?

Career Center—Ext 4454

📞 Experiencing too much stress?

Counseling Center--Ext 4347

📞 Have questions regarding a disability?

Disabilities Office--Ext 4019

📞 Need help logging in to Pipeline, Moodle or other Internet sites?

DormNet--Ext 4545

📞 Need an on-campus job?

Human Resource--Ext 4380

📞 Having problem with your immigration status, such as VISA, I-20?

International Student Service Office--Ext 4551

- ☉ **Have questions regarding dropping/adding class, class credits, transfer hours, transcripts, and so on?**

Registrar's Office--Ext 4057

- ☉ **Have housing problems or questions?**

Residence Life/Housing--Ext 4358

- ☉ **Sick?**

Student Health Service--Ext 4331

- ☉ **Lost your student ID or have questions about chapel?**

Student Life--Ext 4442

- ☉ **Need an HU mailbox, or other questions regarding mailing?**

Post Office--Ext 4731

- ☉ **Need help with a writing assignment?**

Writing Center—Ext 4627

- ☉ **Other questions?**

Chinese students: Dr. Milo Hadwin—Ext 5794

Other international students: International Student Services Office--Ext 4551

Undergraduate Majors and Departments

Major	Department	College	Person in Charge	Location	EXT
Accounting	Accounting and Finance	Business Administration	Phil Brown	Mabee 213	4301
Advertising	Communication	Communication	Mike James	Reynolds C104	4638
Art	Art	Arts & Humanities	John Keller	Art 137	4711
Art Therapy	Art	Arts & Humanities	John Keller	Art 137	4711
Athletic Training	Kinesiology	Sciences	Wilt Martin	Ganus Athletes Center 105C	4761
Bible and Religion	Bible & Religion	Bible & Religion	Monte Cox	McInteer 103	4448
Bible and Religion for Women	Bible & Religion	Bible & Religion	Monte Cox	McInteer 103	4448
Biblical Languages & Christian Education	Bible & Religion	Bible & Religion	Monte Cox	McInteer 103	4448
Biochemistry	Chemistry	Sciences	David Cole	Pryor-England 134A	4897
Biochemistry and Molecular Biology	Chemistry	Sciences	David Cole	Pryor-England 134A	4897
Biology	Biology	Sciences	John Moon	Pryor-England 131	4459
Chemistry	Chemistry	Sciences	David Cole	Pryor-England 134A	4897
Child and Family Sciences	Family & Consumer Sciences	Sciences	Elizabeth Wilson	Hendrix 211	4472
Communication Sciences and Disorders	Communication Sciences & Disorders	Communication	Rebecca Weaver	Health Science Center 215	4648
Computer Engineering	Engineering & Physics	Sciences	Zane Gastineau	Pryor-England 215	5440
Computer Science	Computer Science	Sciences	Tim Baird	Pryor-England 100C	4361
Criminal Justice	Behavioral Sciences	Sciences	Terry Smith	Ezell 104	4425
Dietetics	Family & Consumer Sciences	Sciences	Elizabeth Wilson	Hendrix 211	4472
Early Childhood P-4 (ECED)	Education	Education	Lewis Tony Finley	Thornton 126	4242
Economics	Economics	Business Administration	Donald Diffine	Mabee 119	4470
Electrical Engineering	Engineering & Physics	Sciences	Zane Gastineau	Pryor-England 215	5440
Electronic Media Production	Communication	Communication	Mike James	Reynolds C104	4638
English	English	Arts & Humanities	John Williams	American Studies 301	4613
Exercise Science	Kinesiology	Sciences	Wilt Martin	Ganus Athletes Center 105C	4761
Family and Consumer Sciences Education	Family & Consumer Sciences	Sciences	Elizabeth Wilson	Hendrix 211	4472
Family and Consumer Sciences	Family & Consumer Sciences	Sciences	Elizabeth Wilson	Hendrix 211	4472
Fashion Merchandising	Family & Consumer Sciences	Sciences	Elizabeth Wilson	Hendrix 211	4472
Finance	Accounting and Finance	Business Administration	Phil Brown	Mabee 213	4301

French	Foreign Language & International Studies	Arts & Humanities	Ava Conley	Ganus 106	4484
Graphic Design	Art	Arts & Humanities	John Keller	Art 137	4711
Health and Kinesiology	Kinesiology	Sciences	Wilt Martin	Ganus Athletes Center 105C	4761
Health Care Management	Management	Business Administration	Allen Frazier	Mabee 226	4207
Health Sciences	Health Sciences	Sciences	Debbie Duke	Pryor-England 100G	4035
History	History & Social Science	Arts & Humanities	Kevin Klein	Ganus 120	4155
Human Resources	Human Resources	Business Administration	George Oliver	Mabee 231	4204
Instrumental Major	Music	Arts & Humanities	J. Warren Casey	Reynolds M101	4402
Interior Design	Art	Arts & Humanities	John Keller	Art 137	4711
Interiors Merchandising	Family & Consumer Sciences	Sciences	Elizabeth Wilson	Hendrix 211	4472
International Business	International Business	Business Administration	Budd Hebert	Mabee 206	4272
International Studies	Foreign Language & International Studies	Arts & Humanities	Ava Conley	Ganus 106	4484
Kinesiology	Kinesiology	Sciences	Wilt Martin	Ganus Athletes Center 105C	4761
Leadership and Ministry (Second Major Only)	Bible & Religion	Bible & Religion	Monte Cox	McInteer 103	4448
Legal Studies	History & Social Science	Arts & Humanities	Kevin Klein	Ganus 120	4155
Management Information Systems	Information Technology	Business Administration	Marguerite Cronk	Mabee 227	4446
Management	Management	Business Administration	Allen Frazier	Mabee 226	4207
Marketing	Marketing & Business	Business Administration	Mark Davis	Mabee 225	4496
Mathematics	Mathematics	Sciences	Steve Smith	Pryor-England 100D	4361
Mechanical Engineering	Engineering & Physics	Sciences	Zane Gastineau	Pryor-England 215	5440
Middle Childhood/Early Adolescence English/Language Arts/ Social Science	Education	Education	Lewis Tony Finley	Thornton 126	4242
Middle Childhood/Early Adolescence Math/Science	Education	Education	Lewis Tony Finley	Thornton 126	4242
Missions	Bible & Religion	Bible & Religion	Monte Cox	McInteer 103	4448
Music	Music	Arts & Humanities	J. Warren Casey	Reynolds M101	4402
Nursing	Nursing	Nursing	Cathleen Shultz	Hendrix 317	4475
Oral Communication and Drama/Speech	Communication	Communication	Mike James	Reynolds C104	4638
Oral Communication	Communication	Communication	Mike James	Reynolds C104	4638
Painting	Art	Arts & Humanities	John Keller	Art 137	4711
Physical Science (with Emphasis in Chemistry)	Chemistry	Sciences	David Cole	Pryor-England 134A	4897
Physics	Engineering & Physics	Sciences	Zane Gastineau	Pryor-England 215	5440
Political Science	History & Social Science	Arts & Humanities	Kevin Klein	Ganus 120	4155
Preaching	Bible & Religion	Bible & Religion	Monte Cox	McInteer 103	4448

Preprofessional Health Science (second major only)	Health Sciences	Sciences	Debbie Duke	Pryor-England 100G	4035
Print Journalism	Communication	Communication	Mike James	Reynolds C104	4638
Professional Sales	Professional Sales	Business Administration	Randall McLeod	Mabee 229	4201
Public Administration	History & Social Science	Arts & Humanities	Kevin Klein	Ganus 120	4155
Public Relations	Communication	Communication	Mike James	Reynolds C104	4638
Psychology	Behavioral Sciences	Sciences	Terry Smith	Ezell 104	4425
Secondary Education Adolescence/Young Adult	Education	Education	Lewis Tony Finley	Thornton 126	4242
Social Science	History & Social Science	Arts & Humanities	Kevin Klein	Ganus 120	4155
Social Work	Behavioral Sciences	Sciences	Terry Smith	Ezell 104	4425
Spanish	Foreign Language & International Studies	Arts & Humanities	Ava Conley	Ganus 106	4484
Sport Management	Kinesiology	Sciences	Wilt Martin	Ganus Athletes Center 105C	4761
Theatre	Communication	Communication	Mike James	Reynolds C104	4638
Three-Dimensional Design	Art	Arts & Humanities	John Keller	Art 137	4711
Vocal Major	Music	Arts & Humanities	J. Warren Casey	Reynolds M101	4402
Web Design and Interactive Media	Communication	Communication	Mike James	Reynolds C104	4638
Youth and Family	Bible & Religion	Bible & Religion	Monte Cox	McInteer 103	4448

Graduate Programs and Office Locations

Program	College	Person in Charge	Office	EXT.
Educational Doctorate Degree	Education	Clara Carroll	Thornton 127	4315
Educational Specialist (Educational Leadership)	Education	Clara Carroll	Thornton 127	4315
Educational Specialist (Professional Counseling: Clinical and School)	Education	Clara Carroll	Thornton 127	4315
Master of Arts in Teaching	Education	Clara Carroll	Thornton 127	4315
Master of Business Administration	Business Administration	Glen Metheny	Mabee 106	5851
Master of Education	Education	Clara Carroll	Thornton 127	4315
Master of Ministry	Bible & Religion	William Richardson	McInteer 306	4252
Master of Science in Education	Education	Clara Carroll	Thornton 127	4315
Master of Science in Professional Counseling	Education	Jenene Alexander	American Studies 113	4150
Master of Speech Language Pathology	Communication	Rebecca Weaver	Health Science Center 215	4648
Master's in Marriage and Family Therapy	Bible & Religion	Lew Moore	McInteer 313	4347
Master's in Mental Health Counseling	Bible & Religion	Lew Moore	McInteer 313	4347
Pharmacy Practice	Pharmacy	Julie Hixson-Wallace	Health Science Center 101H	5205
Physician Assistant Program	Sciences	Michael Murphy	Health Science Center 102J	5642

Cultural Tips--Things You Should Know

Don't Cheat!

That means:

- Do not have your friend or classmate do your work for you.
- Do not pay someone else to do your work for you.
- Do not copy from a book, magazine, newspaper, etc. If you use any source, even another person, give written credit to cite your sources.
- Do not copy from the internet. If you use it, give written credit in citing your source. Ask your teacher what citation style you should use for that class. You can find citation manuals in the library and get help citing your sources from the Writing Lab (AS 325) or by searching for the citation style manual online. A good place to get online help citing sources is <http://owl.english.purdue.edu/>.

Possible results of cheating:

- A zero on the assignment. This will make your grade average *much* lower.
- Failure in a course. It will show on your transcript that you failed the class.
- Expulsion from Harding. If that happens, your visa will be revoked, and you will have to return to your country.

Do not attempt bribery:

- Do not try to bribe a teacher, an administrator, a policeman, any government official, or even another student.
- Americans have a *very* negative attitude toward bribery. You may get into serious legal trouble.

Regarding Gift Giving:

- Americans do not have the same gift-giving customs that people from some of the countries do. They generally give many fewer gifts.
- If you are invited to an American's home, they will not expect a gift, so do not worry about what you should take. You do not need to take anything.
- If an American gives you a gift, it is intended purely as an act of friendship. It is not intended as a request for any kind of favor at the time or in the future.
- If an American receives a gift from you, he/she will assume it is purely an act of friendship. He/she will not feel any obligation to do any favors for you at the time or in the future.
- If a gift were given in a way that it could be mistaken for an attempt at bribery, that would be an extremely serious problem, but that is not likely to happen. An American will view a gift simply as an expression of friendship.

Other Important Cultural Differences You Should Understand:

- In American classroom, every student is respected and all kinds of respectful response of the student are valued. Effective class engagement is beneficial to the students and the

instructor. You will be expected to participate in class discussions, so be ready to contribute to the discussion by doing assigned reading and preparing for class.

- Americans keep personal and business relationships separate.
- Americans have a much stronger concept of privacy than some other people from other countries have. If you give advice *when someone has not asked for it*, it will seem unpleasantly intrusive. If someone asks your opinion or advice, you should respond truthfully.
- Americans tend to be much more direct. Your truthful answers to their questions will not offend them. If you give them an answer you consider “polite,” they probably will not understand; they will merely believe what you said. If they know you did not tell the truth, they will be confused.
- Do not be offended if an American speaks directly. American culture values a person who “says what he means, and means what he says.”
- Americans express humility very differently.
 - Americans may seem to you to be very proud, arrogant, even conceited, people. Generally speaking, that is not so.
 - Some typical expressions of humility of people from other countries often seem to Americans to be what is called “false modesty.” It is simply a cultural difference.
- Do not worry about these cultural differences, but be aware of them.
- Most Americans are very friendly people. They will be happy to have the opportunity to get to know you and build bridges of friendship.

**Carefully note these important things, and have a wonderful experience in America.
Harding University welcomes you!**

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