

HUNTINGDON COLLEGE

INFORMATION CONCERNING THE SCHEDULE OF CLASSES FOR EACH TERM

The Schedule of Classes presents information, which, at the time of posting, most accurately describes the courses to be offered for each term. The College reserves the right to cancel, postpone, combine or change the time of any class for which there is not sufficient enrollment or for other reasons deemed in the best interest of the institution. Updates and changes to the schedule will be posted to the Huntingdon web site under "Course Listings."

The courses are categorized by academic discipline. The heading for each discipline contains both its name and prefix (for example, ACCT). Disciplinary courses are listed using a lexicographical ordering of the course numbers. Each course listing contains the number, title, meeting time, day(s), credit (hours), professor, and any appropriate notes. An asterisk (*) following the course number indicates the current catalog lists a corresponding prerequisite. Courses that constitute an ordered two-semester sequence, and thus are separated by a hyphen in the catalog, have the first course listed in the *Notes* column as a prerequisite.

The notation appearing in the column headed *Time* shows the duration of the class period and is based on a 24-hour clock. A normal 3 credit hour course will meet for three 50-minute or two 75-minute sessions each week. For a class meeting in the afternoon, the notation is obtained by adding 12:00 to the number that would correspond to the time according to a twelve-hour clock. For example, the notation for a period beginning at 1:30 p.m. is 13:30. A class shown to meet 13:30-14:20 MWF meets on Monday-Wednesday-Friday from 1:30 p.m. until 2:20 p.m. TBA indicates a class for which a time is "to be arranged."

In the *Days* column, days of the week are represented as follows: M-Monday; T-Tuesday; W-Wednesday; R-Thursday; F-Friday.

If a special fee is charged in addition to tuition, it is listed in the *Notes* column.

ABSENCES POLICY

Students are expected to attend all classes, laboratories and internships for which they are enrolled. Each faculty member will clearly state in each course syllabus his or her policy on attendance, and will maintain a record of class attendance. Students should understand that they are responsible for the academic consequences of absence.

A student who is unable to take a final examination at the scheduled time may not reschedule the examination without written permission from the Dean of the College. Permission will be granted only for illness or other compelling reasons, such as participation in scheduled events off-campus as an official representative of the College.

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