

Information for Students Taking a University Class

Ready to start your university class? The following information will help you succeed in these classes: read carefully!

StudentCentral: You will need to update personal information and FERPA once per school year. Log in to [StudentCentral](#) using your campus username/password to access information for your university class. The following menu options include specific features to note.

- Academics
 - Schedules: View your class days, time and location, your instructor, and textbook information.
 - Report Cards: View your midterm progress and final grade report (Report cards and schedules for a university class do not appear in Sycamore)
- Reports—Absences: View reported lates/absences
- Faculty—View office location, hours and email of your instructor
- Preregistration or registration in StudentCentral for university courses is not for academy students

Class Attendance: The University's attendance policy is different from that of the Academy. The full policy is available online [here](#), but it is summarized here *as it relates to you*.

Students attend all scheduled classes and the final exam for each course enrolled, arriving on time. Due to COVID-19, BJU made significant adjustments to absences. The number of Personal Absences will be increased this semester to accommodate absences for potential illness. Service Absences will not be available except in unusual circumstances. Students will also want to check the class syllabus and follow any additional instructions regarding missed classes or tests.

- **What should I do if I need to be absent from class?** If you are absent from class for any reason, you must email your instructor and inform the instructor about the reason you are absent. Email the instructor before the class preferably and no later than 24 hours after the class. In the email, please include your name, date, course name, and reason for absence.
- **Will my absence be counted as a Personal Absence?** The answer depends on the reason for your absence. If your absence is COVID-19 related (illness, isolation, waiting for test results or "not cleared for class") and you engage in the class remotely based on the instructor's policies, the instructor will not record an absence. If your absence is not COVID-19 related, the instructor will record the absence in most cases. Instructors may make judgements about your absences. You need to be clear and timely in your communication with the instructor. You should also make every effort to stay engaged in class according to the instructor's plans and policies.
- **How many Personal Absences are allowed this semester?** Students may apply Personal Absences for COVID-19 related issues when not engaged in class, for funerals, for other sickness, for doctor's or dentist's appointments, or for visits and interviews at colleges. Personal Absences are not "skips." Personal Absences are not provided so that students can prepare for other classes.) Based on the number of times that a course meets each week during a semester, students are permitted a defined number of personal absences (e.g. if a class meets 3 days a week, students are allowed 3 personal absences).
- **What happens if I exceed the number of Personal Absences for a course?** When a student exceeds the number of permitted Personal Absences for a course, StudentCentral will inform both the registrar and the instructor. Within two business days of this notification, the registrar and instructor will confer to decide whether to withdraw the student from the course. If they determine to withdraw the student, the registrar will inform the student (and instructor) via email and withdraw the student from the course.

Back at BJA: If you have an academy class right after your university class, you are expected to be in class on time.

If BJA is closed because of snow or ice, you'll want to check your email or local news media to learn whether or not BJU is closed.

Let [Miss Freeman](#) know if you have any questions!

Tips for Succeeding in Your Class

Absences: You are responsible for whatever is missed when you are absent. The professor may not provide anything more than rough guidelines, so find another student in the class that you can ask for notes. Submit missed work before you're gone for planned absences (you'll get better grades).

Homework: Your homework may not be collected every day, but you should do it every day. In many university classes, there will be fewer smaller assessments (e.g., no graded homework or regular quizzes)—so you need to be certain that you know the material before a test.

Online Classes: Make sure that you have a computer that will work on the BJU network. Initiate conversations with your professor early (they usually ask for 24 hours to reply). Don't procrastinate!

Professors: Your professors are there to help you! Don't hesitate to contact them via email or set up an appointment during their scheduled office hours.

Syllabus: Your professor will likely mention the syllabus at least once during the semester and will expect you to reference it when you need information (even if it is never mentioned again). Your professor will likely not remind you of due dates, so check your assignment schedule frequently. Have a method where you can keep track of your assignments!

Time Expected: You should be prepared to spend at least 2 hours outside of class for each hour of class each week (e.g., if you are taking a MWF class, you should expect to spend at least 6 hours a week on homework/study for the class.)

Email: Make sure you know how to access to your bobjonesacademy.net email account. This where your BJU professors will be contacting you.