

## 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:** 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

**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. BJU recognizes two types of absences: personal absences and service absences. A student who is absent from or late to class may be subject to academic penalties, especially if absences accumulate. A student who misses a university class excessively may be withdrawn from the class. Students will also want to check the class syllabus and follow any additional instructions regarding missed classes or tests.

- Personal Absences: include such things as sickness, funerals, doctor's appointments, college visits, College Prep Workshop, inability to get to class because of inclement weather, participating in voluntary events (e.g. individual competitions, field trips, etc). Personal absences are not "skips." Personal absence limits are based on the number of times a course meets per week:

Class Meeting per week	1	2	3	4	5
Personal Absences Allowed	1	2	3	4	5

- Service Absences: includes participating in approved academic or Academy-sponsored events (Fine Arts Trip, WILDS senior trip, UpRoar Day, forensics, interscholastic sports, mock trial, Concert Festival, Junior-Senior rehearsal day, Youth Leadership Greenville). Except for the senior trip and the New York Mission Trip, a student who will be taking a service absence is responsible to alert [Mrs. Eubanks](#) ahead of time.

Class Meeting per week	1	2	3	4	5
Service Absences Allowed	1	3	4	5	7

BJU policy states: Students should understand that they may not have enough Service Absences to participate in all the events that are offered in the courses and activities in which they are participating in a particular semester. Such a circumstance offers students the opportunity to learn that life at times will force them to make a choice between more than one desirable options.

Students who participate in an event requiring a Service Absence are required to contact their instructors at least one week in advance of the absence to make up work that will be missed. Whether to allow students participating in these events to submit work after the due date without penalty is left to the instructor's discretion.

**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 [Mrs. Eubanks](#) 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.