

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 FACTS)
- 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. To accommodate the occasions when a student may need to miss a class, 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 A student who misses a university class excessively may be withdrawn from the class.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: Includes such things as illness, funerals, doctor's appointment, college visits, College Fair, inability to get to class because of inclement weather, participation in voluntary events (e.g., individual competitions, field trips, etc.). 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). Three lates to the same class equal one personal absence.
- Service absences: Includes participating in approved academic or Academy-sponsored events (Fine Arts Trip, WILDS senior trip, Spirit Days/Spirit Week, forensics, interscholastic sports, mock trial, Concert Festival, Junior-Senior rehearsal day, Youth Leadership Greenville). Except for the senior ministry trips, a student who will be taking a service absence is responsible to alert Mrs. Autry ahead of time. Service absences are limited the number of times the class meets per week (e.g. if a class meets 3 days a week, students are allowed 4 service absences.) A student should contact Mrs. Autry if there is a reporting error that needs to be corrected (e.g. personal absence vs. service absence).

BJU policy states: "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. Such students will be allowed to take any quiz or test either in advance of the absence or while traveling (with proper supervision by the faculty sponsor/coach). Such students are responsible to schedule presentations or speeches on days that they know they will not be traveling. 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, please be in class within 10 minutes after the end of the university class (for the sake of yourself, your fellow students, and your teacher, please come directly to class, using as few of those 10 minutes as is reasonable for you ☺). If your class immediately precedes academy chapel, please leave your backpack in the lobby and wait to be directed into the auditorium. Fill in the row to which you are assigned (don't try to sit in your exact seat); attendance will be taken according to your presence in the row.

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. Autry](#) 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 @students.bju.edu email account. This where your BJU professors will be contacting you.