



MARS HILL UNIVERSITY
ADULT AND GRADUATE STUDIES
STUDENT HANDBOOK 2018-2019

UNIVERSITY MISSION STATEMENT

Mars Hill University, an academic community rooted in the Christian faith, challenges and equips students to pursue intellectual, spiritual, and personal growth through an education that is:

- grounded in a rigorous study of the Liberal Arts
- connected with the world of work
- committed to character development, to service, and to responsible citizenship in the community, the region, and the world.

MULTIPLE CLASS SITES

Mars Hill University Campus

Business Management, Criminal Justice, Elementary Education, Middle Grades Education, Special Education, Integrated Education, Social Work.

Asheville

Business Management, Criminal Justice, Elementary Education, Special Education, Integrated Education, Social Work, RN to BSN.

Burnsville

Business Management.

ACCREDITATION

Mars Hill University is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award bachelors and master's degrees. For questions about Mars Hill's accreditation status, about the Commission's accreditation process, or about accreditation-related complaint procedures, contact the Southern Association of Colleges and Schools Commission on Colleges. 1866 Southern Lane, Decatur, Georgia 30033-4097. (404) 679-4500. <http://www.sacscoc.org>.

OTHERS

The Commission on Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, GA 30033-4097 phone: 404-679-4500)

Council for the Accreditation of Education Preparation (CAEP)

North Carolina Department of Public Instruction (for Teacher Education Program-TEP)

Council on Social Work Education (CSWE)

Council on Collegiate Nursing Education (CCNE) – Applicant Status

NOTICE OF NONDISCRIMINATION

Mars Hill University is dedicated to maintaining an environment where academic freedom flourishes and in which the rights of each member of the University community are respected. Mars Hill University recognizes and upholds the inherent dignity and value of every person and each individual's inalienable right to personal sovereignty.

USDA NOTICE OF NON-DISCRIMINATION

This institution is an equal opportunity provider and employer. As a recipient of federal funds, through the United States Department of Agriculture, and in accordance with federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, age, disability, religion, sex, familial status, sexual orientation, and reprisal.

TITLE IX NOTICE OF NONDISCRIMINATION

As a recipient of federal funds, Mars Hill University is required to comply with Title IX of the Higher Education Amendments of 1972 that prohibit discrimination on the basis of gender (sex) in all educational activities or programs. In accordance with Title IX, Mars Hill University does not discriminate on the basis of sex in the administration of its educational programs, admissions policies, scholarship and loan programs, athletic and other school-administered programs or activities (both on and off campus) or in employment.

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PROGRAM, POLICIES, PROCEDURES

PROGRAM HISTORY

Mars Hill University is the oldest educational institution on its original site in Western North Carolina. It was founded in 1856 by citizens to serve the people of Western North Carolina. The University cultivates values and builds on a rich heritage of liberal arts education. As early as 1901, the college ran a teacher-institute to provide in-service training for public school educators. In 1934, it pioneered the “pastor’s school” to give ministers structured periods of study, and in 1970, it launched the Career Opportunities Program (COP) to provide teacher assistants with classes leading to baccalaureate degrees. In 1974, the Continuing Education Program, an inspired creation of the COP was launched. The ACCESS program (Accelerated Credit, Continuing Education and Summer School) served many career-minded professionals for decades. With the launch of the college’s first graduate-level program, the Master of Education, the program was reintroduced as Adult and Graduate Studies (AGS). August, 2013 marked the date that the institution as a whole transitioned from Mars Hill College to Mars Hill University.

QUALITY AND EQUALITY

The Commission on Colleges of the Southern Association of Colleges and Schools, the North Carolina Department of Public Instruction, Council for the Accreditation of Education Preparation, and the Council on Social Work Education accredit Mars Hill University and all AGS programs. All institutional policies and procedures emphasize the dignity and worth of each individual and comply with Title IX and all civil rights laws. Students with documented disabilities may request auxiliary services by filing current documentation with the AGS office.

ADMISSION POLICY

Students should be at least 23 year of age or working. Admission requires an official high school diploma or its equivalent with an Adult Studies Undergraduate Degree application. Transfer students must submit an official transcript of college work completed, as well as an official high school transcript, before their application can be processed and forwarded to Financial Aid.

TRANSFER CREDIT

Mars Hill University will accept credit for work completed in an accredited college or university. Mars Hill University participates in the North Carolina Comprehensive Articulation Agreement which provides for transfer of credits from North Carolina Community Colleges. Students who have completed the associate in arts or associate in science college transfer program, as outlined in the NCCAA, and apply to study any major at Mars Hill University will receive general education core credit for their credits from a North Carolina Community College. There are some majors that require specific courses that meet General Education requirements and major requirements. Students completing the appropriate degree will enter Mars Hill with junior classification, and most majors can be completed within two years. See MHU website (www.mhu.edu/admissions/nc-community-college-transfers) to view Four Year Degree Plans for NC Community College Transfer Students. Some professional programs may require additional semesters of study. Students entering Mars Hill under this transfer agreement may transfer more than 68 hours of credit from a community college. To receive a degree from Mars Hill University, a student must complete the general education and major requirements specified in the student’s catalog of entry and electives necessary to earn a minimum of 128 semester hours of credit. A minimum of 12 hours in the major and 25% of total required credit hours must be earned at MHU. Students who transfer at least 28 credit hours may be exempted from FYS 111 First Year Seminar. A transfer applicant must submit official transcripts of courses completed at all accredited colleges and universities attended, as well as a high school transcript to Adult and Graduate Studies, Mars Hill University, PO Box 6682, Mars Hill, NC 28754. Final official high school and college transcripts are required before an application will be processed and financial aid will be disbursed. Failure to submit all transcripts will result in a loss of financial aid.

STUDENT CLASSIFICATION

Freshman - fewer than 28 hours; Sophomore - 28 hours; Junior - 60 hours; Senior - 90 hours.

GRADES AND EVALUATION OF ACADEMIC WORK

Two grading systems are employed to indicate levels of student performance in courses. One is the traditional A-F system: A=excellent; B=good; C=acceptable; D=marginal; and F=failure. The second grading system is as follows: S=satisfactory; U=unsatisfactory.

The meanings of other final grades are as follows: CE=credit by examination; I=incomplete (An I is a temporary grade and will automatically be changed to an F by the registrar at the end of the drop period of the semester following the term in which the course was taken, unless the instructor replaces it with a grade, or grants an extension.); W=withdrawal (The student was excused for medical or other significant personal problems). Any student who withdraws from a course after the initial registration and adjustment period and the specified period for withdrawing from a course will receive the grade F or I.

The university seeks to encourage its students in the quality as well as the quantity of their work through a grade point system. The following grade points will be assigned for each letter grade: A=4; A minus=3.7; B plus=3.3; B=3; B minus=2.7; C plus=2.3; C=2; C minus=1.7; D plus=1.3; D=1; D minus=0.7; F=0. For example, if a student receives a final grade of B in a course that carries three-semester hours of credit, he/she is awarded 9 grade points. The grade point average is computed by dividing the total grade points on hours earned by the number of hours attempted, except for courses with grades of CE, CR, W, S and U; and those excluded under the Repeat Course Policy.

To be eligible for graduation, a student must (1) complete a minimum of 128 hours (with the last 25% taken at MHU), (2) complete all requirements for a degree program, and (3) have a cumulative GPA of 2.0. The cumulative GPA will be used for financial aid, standards of progress, honors, and for computation of academic standing for probation and suspension. Please refer to Academic Probation/Suspension Policies and Standards in the University catalog.

SPECIAL KINDS OF ACADEMIC CREDIT

Mars Hill University provides for College Level Examination Program (CLEP) credit, Credit by Examination, and Advanced Placement credit in accordance with the following policies:

Three semester hours of CLEP credit will be awarded for a score of at least 500 on each of the general examinations.

Students who earn the score recommended by the Council on College-Level Examinations on one of the subject examinations will be awarded three semester hours of credit.

Credit by Examination is awarded to students who test out of certain courses or competencies. This includes both CLEP and other tests designed by the university. The maximum credit awarded is 15 semester hours. The department chairperson will make final determination of the exact amount of credit. Application is made through the appropriate academic department. Tuition is charged for academic credit obtained by in-house examinations. The current rate may be ascertained in the Business Office or in the Financial Information section of this catalog.

The university participates in the Advanced Placement Program of the College Entrance Examination Board.

Freshmen who have demonstrated their achievement of specific placement tests may submit their scores to the Registrar's Office. Those achieving a score of three (3) or better will be granted course credit and advanced placement in the area of their proficiency.

Mars Hill University accepts the International Baccalaureate Degree for secondary certification and awards advanced placement credit.

Three semester hours of Physical Education Credits (HEA111- Foundations of Health and Wellness-3 semester hours) will be given for basic military training upon the submission of the student's DD 214. Additional credits for military training are awarded on the basis of the American Council of Education recommendations.

MARS HILL UNIVERSITY ACADEMIC SUCCESS AND LEARNING MATERIAL POLICY

To support every student's academic success, MHU includes the cost of all textbooks, workbooks, and software licenses required by the instructor for each course within tuition and fees. (Other materials not distributed by textbook publishers, such as art supplies, music scores, and nursing equipment and uniforms, are not included in the program.) Materials will be mailed to your home or available for pick-up at the beginning of each term. Reusable items, such as textbooks, must be returned to MBS (the textbook mailing organization) using the return slip included when the books were initially sent. Students who wish to keep their textbooks may choose to purchase them at a reduced cost.

Students should visit the campus bookstore in Day Hall for other educational supplies. Questions about the textbook program or the MHU bookstore may be directed to Karla Chandler at kchandler@mhu.edu or by calling 828-689-1412

DROPPING/ADDING/WITHDRAWING FROM COURSES

After registration, any schedule changes must be submitted to the AGS Office in writing. A Drop/Add form is provided on the AGS website and specifies the deadlines for dropping and/or adding a course without transcript record.

For one week after the drop date in the short-terms, students may withdraw from a course with a grade of "W", but must retain full-time (12 semester hours) status for financial aid purposes.

In case of an emergency, a student may request permission to withdraw from a course (with a grade of "W") after the official drop date only by filling out the Application to Withdraw found on the AGS website. The application must be submitted to the Dean of Adult and Graduate Studies and include documentation. A medical withdrawal must be accompanied by documented medical information from the student's doctor. See the MHU Academic Catalog for additional information.

Applications to Withdraw must be submitted by the specified date for that term. Check the Application to Withdraw form for exact dates. Students who withdraw from a course are responsible for full tuition payment for that course.

READMISSION AFTER MEDICAL OR PSYCHIATRIC WITHDRAWAL

Students who receive a medical/psychiatric withdrawal from Mars Hill University may be eligible for readmission after a full semester or summer term away, with documentation from the student's treatment provider.

RESIDENCE REQUIREMENT

To receive a degree from Mars Hill University, a student must complete the general education and major requirements specified in the student's catalog of entry and electives necessary to earn a minimum of 128 semester hours of credit. A minimum of 12 hours in the major and the last 25% of total required credit hours must be earned at MHU. The student must earn a cumulative grade point average of 2.00 for all courses attempted excluding those taken on an S/U basis and those for which the repeat course policy was applied. The academic program which leads to a degree is composed of related parts: general education, the major, and electives. Courses taken as electives may be in the student's major, in related disciplines or in other areas of special interest. A maximum of nine semester hours of credit for developmental courses (ED 101, ENG 100, ENG 101, and MTH 101) may be applied toward graduation as electives.

CHANGE OF GRADE

Once reported to the registrar, all grades become part of the permanent record. A faculty member may not change a grade except for a clerical or calculation error. After the grades have been recorded and grade processing is complete, (other than I) grades may not be changed without approval from the chief academic officer. A student appeal for a grade change or a challenge to the academic record must be made before the end of the semester following the term in which the challenged grade was received.

REPEAT COURSE POLICY

Students may repeat a course in which a grade less than C- is earned. The last attempt will be the one that counts for GPA and credit hours, even if the last attempt is an F. (Note: This policy will be retroactive, meaning that a student who has a “D” regardless of term taken, may repeat the course.)

OVERLOAD POLICY

The maximum number of hours a student may carry in a regular semester is 20 (exclusive of applied music courses); in a five-week summer term, 9. Any student who wishes to take more than 20 hours in a regular semester or 9 hours in a five-week summer term must have a GPA of 3.0, based on at least 12 credit hours in the previous semester, regardless of classification. No student is permitted to take more than 23 hours in a single semester. The student’s advisor must approve all overloads. Students having approval to take work at another institution while enrolled at Mars Hill University must keep their total course load within stated limits.

GRADUATION PROCEDURE

Mars Hill University processes graduation (this system process places graduation degree and date on student transcripts) three times in each calendar year: May--at the end of spring semester; August--the end of all summer terms; and December--end of fall semester. To participate in the Commencement Ceremony, a student must have completed all requirements for a degree. Students completing requirements in the spring semester will be allowed to participate in the May ceremony. Those completing requirements in summer school or fall semester will be allowed to participate in the December ceremony.

When Mars Hill University students have earned 90 semester hours of credit, they are classified as seniors and must apply for graduation with the Registrar’s Office at least three months before the graduation date. Graduation is certified by the Registrar’s Office and therefore students must complete the following process: Complete a graduation application and return it to Brandon Johnson, Assistant Registrar, P.O. Box 6703, Mars Hill University, Mars Hill, NC 28754. A graduation evaluation will then be completed. Upon receipt of the evaluation, the student will schedule an evaluation meeting with Brandon Johnson to determine remaining requirements and the expected graduation date. Please note that while students are responsible for meeting all graduation requirements including electives necessary to meet the minimum 128 semester hours for degree completion, graduation must be certified by the Registrar’s Office. For more information, contact the Registrar’s Office. Students will be required to purchase their cap and gown for commencement.

ADULT ACADEMIC SCHOLARSHIPS

A limited number of academic scholarships are available annually for undergraduate adult students who take 12 semester hours or more and maintain a 3.0 grade point average or better. An application for the Hough and Winn Family Scholarships, Rapp/Lathrop Scholarship, Whitley Scholarship, Buchanan Scholarship, and the French Broad Electric Cooperation Scholarship can be obtained from the AGS office or at myMHU under the AGS Documents tab.

ACADEMIC HONORS

Graduation honors will be calculated based on the student's cumulative GPA. Students repeating courses can be eligible for honors as long as GPA requirements are met. The diploma of a student who has a cumulative grade point average of 3.50 is inscribed "cum laude"; 3.70 is inscribed "magna cum laude"; and 3.90 is inscribed "summa cum laude." Students who earn a grade point average of 3.50 on a minimum of 12 semester hours and no grade below a C are included on the Dean's list at the end of the semester.

ALPHA SIGMA LAMBDA NATIONAL HONOR SOCIETY

Adult and Graduate Studies hosts Mu Kappa Lambda, a local chapter of the National Honor Society Alpha Sigma Lambda. Alpha Sigma Lambda recognizes adult students in continuing education who achieve academic excellence while managing responsibilities to family, work, and the community. Requirements for membership are: 1) must have twenty-four graded semester hours at Mars Hill University and 2) must have a minimum grade point average of 3.4 on a 4.0 scale. Jenny Webb, Admissions and Outreach Coordinator, serves as chapter councilor.

VETERAN'S BENEFITS

Students may be eligible for the Department of Veterans Affairs educational benefits as an Adult and Graduate Studies student at Mars Hill University. For VA education benefits information, contact Brandon Johnson, Assistant Registrar (828)689-1152, or bjjohnson@mhu.edu.

DISABILITY SERVICES

Mars Hill University affirms its intent to comply with federal regulations regarding persons with disabilities, specifically with Section 504 of the Rehabilitation Act of 1973 and with the Americans with Disabilities Act of 1990. Individuals with disabilities should have equal access to social, economic, cultural, and educational aspects of national life. Reasonable accommodations may be afforded to students with disabilities that substantially limit one or more major life activities relative to the general population. Additional information may be found on the MHU website. Questions and grievances should be directed to the Disabilities Coordinator located in the Robinson Wellness Center at PO Box 6714, or to disabilityinfo@mhu.edu.

IMMUNIZATION RECORDS

North Carolina law requires AGS students enrolled in an on-campus day class (*any class beginning before 4:00 pm that meets on any MHU campus) *and* taking any other class, including online, semi-online, night, or Saturday classes, during that semester, to provide Mars Hill University with a current immunization record signed and stamped by a health care provider. A full listing of requirements is available from the AGS Office. Students will be contacted should immunization records be required. The RN to BSN Program requires additional documentation.

PARKING POLICY

AGS students are required to obtain a parking pass at no cost. All AGS students must fill out a vehicle registration form on myMHU in order to avoid being ticketed. Failure to register your vehicle and may result in a parking violation ticket for which students will be billed.

UNIVERSITY BOOKSTORE

The University Bookstore is located on Main Street in Mars Hill. Regular operating hours for fall/spring semesters are Monday through Friday from 9:00 a.m. - 5:00 p.m., Saturday from 11:00 a.m. - 2:00 p.m. The bookstore is closed on Sundays and official school holidays. Summer hours are Monday through Friday from 9:00 a.m. - 4:30 p.m. Hours are subject to change. The bookstore also offers online services at www.mhubookstore.com.

RENFRO LIBRARY

The MHU student ID serves as official library card and must be presented to check out materials. Mars Hill's collection of electronic resources is available for off-campus use and can be accessed electronically from the library website. Current Mars Hill students and staff can call the Renfro Library Research Assistance Desk at (828) 689-1468 for more information. Mars Hill University has cooperative borrowing with UNC-Asheville. Students can request a borrower's card in Renfro Library. For more information and for contact information, please refer to the Library website or call 828-689-1244.

PRIVILEGES OF ADULT STUDIES STUDENTS

As an Adult Studies student, one class may be taken on campus during the day each semester at the AGS tuition rate if the student is taking at least one AGS class. For more than one day class per semester, tuition will be charged at the traditional part-time rate. Students will be issued an identification card, which grants access to the library and recreational facilities on campus. In addition, students may attend other University events by presenting the student ID card. AGS students have access to the work-out gym in Wren. Counseling and career services are available by contacting the Director of Career Counseling and Advising at (828) 689-1459. Students may contact the Wellness Center for counseling or medical referrals. NOTE: AGS students are not eligible to live in residence halls. Undergraduate AGS students may not participate in NCAA sanctioned sports.

CATALOG OF RECORD

A student's catalog of record is, by default, the published academic catalog at the time of his/her matriculation. It contains all graduation requirements for the programs of study offered at that time. Both the student and the institution are bound by this catalog unless (1) the student is not enrolled for two or more consecutive semesters, in which case the catalog at the time of his/her readmission becomes the catalog of record, or (2) the student chooses to follow the program requirements of a newer catalog, in which case it becomes his/her catalog of record.

Mars Hill University reserves the right to add or drop programs and courses, to institute new requirements, and to change its calendar. Inclusion in this handbook, therefore, does not constitute a guarantee that a particular course or program will be offered or that a requirement or policy may not be modified. The University will attempt to minimize the inconvenience to students, should changes be necessary.

UNIVERSITY HONOR CODE AND PLEDGE

HONOR CODE: We, the students of Mars Hill University, pledge ourselves to uphold integrity, honesty, and academic responsibility in and out of the classroom.

HONOR PLEDGE: On my honor, I have neither given nor received any academic aid or information that would violate the Honor Code of Mars Hill University.

ACADEMIC INTEGRITY

All Mars Hill University students and faculty pledge to uphold the Honor Code in all academic settings, including work produced outside of class or outside the university campus. Faculty and students are governed by the University's academic standards and regulations which are designed to ensure academic excellence and the integrity of our academic work. Such standards and regulations fall under the Office of Academic Affairs. Information about academic integrity responsibilities for students and instructors, category descriptions of violations of academic integrity, procedures for reporting violations of academic integrity, procedures for appealing decisions for academic integrity violations, and all forms related to reporting and appealing academic integrity violations and decisions can be found in the MHU Academic Integrity Guidebook located on myMHU and the campus website.

ACADEMIC APPEALS PROCEDURE

BASIS FOR APPEALS

When a student believes that a decision of an academic nature has been made unfairly or improperly, he or she may appeal that decision. An appeal should be initiated only when the student considers the case serious and for which substantial supporting evidence is available. The following are categories of decisions that may be appealed: grading in a course, breaches of academic integrity, and transfer credit evaluations.

APPEALING A GRADE IN A COURSE

To appeal a grade, a student must have verifiable evidence that the grade is inconsistent with the work done in the course or that an instructor failed to take into account valid and verifiable extenuating circumstances that interfered with the student's opportunity to complete and submit required course assignments in a timely manner. Grades that are assigned through the academic integrity violation procedure are only eligible for appeal as outlined in the Academic Integrity Policy. In the event that there is an academic integrity violation being discussed or appealed in a particular course, a student may not submit any additional grade appeals related to that course until academic integrity proceedings have been completed. Upon learning the decision of the AI Board, either party may request a review of the decision by the Chief Academic Officer.

PRODEDURE FOR APPEALING A GRADE

To appeal a grade, a student must proceed through the following steps:

1. The student must make an appointment to meet with the instructor to discuss the decision being appealed. Whenever possible, this meeting must take place in person. If an academic integrity violation occurred in the course for which the student is appealing a grade, the following must be taken into consideration:
 - A test or assignment grade of F or a course grade of F assigned as a sanction by the instructor may only be appealed to the Academic Integrity Board and must follow the appeal guidelines and timeframe in the Academic Integrity Policy.
 - A course grade of F assigned as a sanction by the Academic Integrity Board is reviewable only by the CAO.
 - A test or assignment grade assigned as a sanction by the Academic Integrity Board is reviewable only by the CAO. A test or assignment grade assigned by the instructor as a sanction for an academic integrity violation may only be appealed to the Academic Integrity Board and must follow the appeal guidelines in the Academic Integrity Policy. However, in either of these cases, a student may appeal other grading in the course if they meet the above criteria for a grade appeal. The student should be aware that information related to the academic integrity violation may be disclosed in the grade appeal proceedings.
2. If the student is not satisfied after having met with the instructor, the student may appeal the instructor's decision to the instructor's supervisor, typically either the department chair or the division dean. The supervisor will convene a meeting of the student, the instructor, and him- or herself, will hear the reason for

the appeal and examine the evidence, and will issue a ruling in writing to both parties.

3. If the supervisor's ruling is considered unacceptable, either party may lodge a formal appeal of the ruling in writing to the Chief Academic Officer, who will refer the matter either to the Committee on Admissions, Academic Standards, and Financial Aid (AASFA), or to a special Board of Academic Appeal, at his or her discretion. A meeting of the committee or board will take place within two weeks of submission of the formal appeal, during which both the student and the instructor will provide relevant evidence. Within one week of this meeting, the chair of the committee or board will issue a decision about the appeal, which is final and binding.

APPEALING BREACHES OF ACADEMIC INTEGRITY

A student who has been accused of an academic integrity violation may appeal the instructor's decision or sanction through the Academic Integrity Appeal Board. See MHU Academic Integrity Policy for appeal procedures and timeline for submitting an appeal. Upon learning the decision of the AI Board, either party may request a review of the decision by the Chief Academic Officer.

APPEALING TRANSFER CREDIT EVALUATIONS

A student who believes credits transferred from another institution have not been properly evaluated may request that they be reevaluated. To do so, the student must provide copies of the other institution's appropriate academic catalog(s) and course syllabi to the Registrar's Office. The Registrar, in consultation with the appropriate academic department chair, will make the final decision.

UNIVERSITY POLICY FOR COMMUNICATING WITH STUDENTS

The official means of communication with AGS students at Mars Hill University is through the student's University email address. AGS will also post pertinent information on the university website, and mail information to student's home address when necessary.

CONFIDENTIALITY OF STUDENT RECORDS

Access to most student records is limited by federal regulations, which are incorporated into the University's official statement on the confidentiality of student records. This policy is included in the campus Student Handbook and on the Mars Hill University web page.

CAREER DEVELOPMENT CENTER

The Career Development Center assists students in seeking employment and other graduate opportunities during and after college. The Career Development Center is located in Marshbanks Hall. Students are invited to stop by and talk with the director, Gil Bosonetto, or to log onto the career development website at www.mhu.edu/career-development.

SUMMER SCHOOL

MHU Summer School is operated through Adult and Graduate Studies. It consists of two 5-week terms and an overlapping 10-week term. Classes are scheduled during the day and evening, online classes are also available. The same academic standards are maintained and the credits earned are of equal value. University faculty and staff serve the summer school population, supplemented by visiting instructors and specialists. 12 semester hours in summer school is considered full time (half time is 6 semester hours.) A maximum of 18 semester hours credit may be earned without special overload approval by academic advisors and the registrar. The Summer School schedule will be published in the spring to allow students to register for summer classes when they register for fall.

MAJORS

BUSINESS MANAGEMENT (BACHELOR OF SCIENCE)

The Business Department offers a B.S. degree in Business Management through Adult and Graduate Studies. The curriculum is designed to support the working adult's pursuit of professional achievement.

FOUNDATIONS AND PERSPECTIVES

Total: 46 Hours

FYS111 First Year Seminar I	3
FYS112 First Year Seminar II	3
ENG111 College Composition I	3
ENG112 College Composition II	3
HEA 111 Foundations of Health and Wellness	3
Aesthetic Perspective	3
Global Perspective	3
Humanities Perspective (Two courses selected from two different disciplines)	6
Ideas and Innovations -US	3
Ideas and Innovations-World	3
Natural Scientific Perspective	4
Quantitative Reasoning I (MTH 107)	3
Quantitative Reasoning II (MTH 210)	3
Social Scientific Perspective	3

MAJOR REQUIREMENTS

Total: 55 Hours

(Refer to Academic Catalog for Pre-Requisite Information)

ECO 221 Principles of Microeconomics	3
ECO 222 Principles of Macroeconomics	3
BA 220 Behavioral Science Statistics	3
BA 221 Principles of Accounting I	4
BA 222 Principles of Accounting II	3
BA 236 Principles of Management	3
BA 320 Conflict Management: Theory & Skills	3
BA 330 Social and Organizational Ethics	3
BA 325 Operations Management	3
BA 341 Human Resource Management	3
BA 344 Organizational Behavior	3
BA 346 Principles of Finance	3
BA 351 Principles of Marketing	3
BA 401 Organizational Development and Change Mgmt	3
BA 420 Leadership Development	3
BA 425 Decision Theory	3
BA 437 Principles of Business Law	3
BA 450 Senior Seminar	3

ELECTIVE HOURS

Total: 27 Hours

TOTAL DEGREE HOURS

128 Hours

REGISTERED NURSE TO BACHELOR OF SCIENCE IN NURSING (RN TO BSN)

The RN to BSN program provides current associate or diploma-prepared registered nurses (RN) with an opportunity to earn the Bachelor's of Science in Nursing (BSN) degree. Of the 128 semester hours of credit (SH) required, 64 SH are in nursing (NUR) courses and 64 SH are in non-nursing courses. If no more than 4 non-nursing courses are remaining, they can be taken while completing the RN to BSN nursing courses. The program can then be completed in a year's time by meeting one afternoon/evening each week at the Asheville Center for Adult & Graduate Studies. If there are 5 - 8 non-nursing courses remaining, those courses can be taken while completing the RN to BSN nursing courses. The program could then be completed in a two-year time period.

Nursing credit hours

Credit for previous nursing coursework = 31 SH

Nursing coursework within the RN to BSN Program = 33 SH

Non-nursing credit hours

Credit for non-nursing credit hours = 64 SH

The BSN Program at Mars Hill University equips students with the knowledge, skills, and professional dispositions to provide innovative health care across the lifespan through the roles of provider of care, designer of care, member of the profession, and member of the interdisciplinary team. Students will experience an education that:

- Sharpens critical thinking and clinical judgment
- Enhances healthy promotion and cultural sensitivity perspectives
- Insists upon effective, interactive, and interdisciplinary communication
- Engages with the community

Judge-McRae School of Nursing Requirements for the RN to BSN Program:

- GPA 2.5 (on a 4.0 point scale) OR 2.4 (on a 4.0 point scale) with 3+ years experience
- Transcripts from all previous institutions
- Current, unrestricted license to practice as a Registered Nurse in North Carolina (copy from www.ncbon.com website)
- Completed Medical Form
- Current Immunizations
- Current CPR Card
- Liability Insurance (obtained through Mars Hill University)
- Clean Criminal Background Check for all states of residence for past 10 years (documentation from current employer with understanding that differing site may require additional background check)

To apply:

Nursing students must first be accepted to Mars Hill University through Adult and Graduate Studies. If you have already been accepted to Mars Hill University Adult and Graduate Studies, please complete and submit a Judge McRae School of Nursing RN to BSN Program application* found on the AGS website.

*Admission to Mars Hill University does not guarantee acceptance to the Judge-McRae School of Nursing RN to BSN Program.

For more information about the Judge McRae School of Nursing and the RN to BSN Program, contact:

Marlene Gile
Administrative Assistant to Dean Judge-McRae School of Nursing Mars Hill University
P.O. Box 6678
(828) 689-1600
mgile@mhu.edu

FOUNDATIONS AND PERSPECTIVES

Total: 43 Hours

FYS111 First Year Seminar 1	3
FYS112 First Year Seminar 2	3
ENG111 College Composition I	3
ENG112 College Composition II	3
HEA 111 Foundations of Health and Wellness	3
Aesthetic Perspective	3
Global Perspective	3
Humanities Perspective (Two courses selected from two different disciplines)	6
Ideas and Innovations –US	3
Ideas and Innovations – World	3
Natural Scientific Perspective (NS 111, NS 115, or approved BIO)	4
Quantitative Reasoning (MTH 107 or approved substitute)	3
Social Scientific Perspective (PSY 111 or approved substitute)	3

MAJOR REQUIREMENTS

Total: 33 Hours

(Refer to Academic Catalog for Pre-Requisite Information)

NUR212R Transition to BSN	3
NUR257R Transcultural/Global Health	3
NUR322R Nursing Statistics	3
NUR323R Nursing Research and Evidence-based Practice	3
NUR420R Promoting Healthy Aging and Quality of Life	3
NUR421R Promoting Community Health	5
NUR422R Leadership, Finance, and Policy	3
NUR423R Bioethics and Law in Nursing Practice	3
NUR450R Capstone – Focused Scholarly	4
NUR470R Practicum Synthesis	3

NON-MAJOR REQUIREMENTS

Total: 11 Hours

BIO 134 Human Anatomy and Physiology I	4
BIO135 Human Anatomy and Physiology II	4
PSY212 Lifespan Development	3

ELECTIVES

Total: 10 Hours

RN TRANSFERRED CREDITS (from pre-licensure nursing program)

Total: 31 Hours

TOTAL DEGREE HOURS

128 Hours

The Judge-McRae School of Nursing RN to BSN degree is accredited by: The Southern Association of Colleges and Schools (SACSCOC) and the Commission on Collegiate Nursing Education (CCNE)

SOCIAL WORK (BACHELOR OF SOCIAL WORK)

The Mars Hill University Social Work Program prepares students for generalist social work practice and/or graduate studies in social work. Social Work students become proficient in core competencies that lead to professional development. The curriculum focuses on the knowledge, values, and skill requisite for generalist practice. Students learn to effectively assist various client systems (to include individual, family, group, community, and organizations). The program is fully accredited by the Council on Social Work Education.

Admissions Policy

The social work program conducts its own formal admissions process. Guidelines and application are introduced in SW 215. Transfer students consult with program director for guidelines and application.

Transfer Policy

Social work courses may be transferred as course equivalents provided they were successfully completed in a CSWE accredited BSW program.

No University Credit for Work or Life Experience Policy

Without exception, social work credit shall never be awarded for any prior or current work and/or life experience(s). For example, an incoming BSW major may have documentation supporting a current or former employment assignment; while we recognize the value of this training, we cannot award BSW credit for this experience.

FOUNDATIONS AND PERSPECTIVES

Total: 43 Hours

FYS111 First Year Seminar I	3
FYS112 First Year Seminar II	3
ENG111 College Composition I	3
ENG112 College Composition II	3
HEA111 Foundations of Health and Wellness	3
Aesthetic Perspective	3
Global Perspective	3
Humanities Perspective (Two courses selected from two different disciplines)	6
Ideas and Innovations -US	3
Ideas and Innovations-World	3
Natural Scientific Perspective	4
Quantitative Reasoning (MTH 107 or MTH 115)	3
Social Scientific Perspective	3

MAJOR REQUIREMENTS

Total: 48 Hours

(Refer to Academic Catalog for Pre-Requisite Information)

NS 111 Introduction to Biological Sciences (Natural Scientific Perspective)	-
PSY 111 General Psychology (Social Scientific Perspective)	-
SOC 111 Introduction to Sociology	3
SW 215 Introduction to Social Work Profession	3
SW 221 Evidence Based Practice and Research Methods for Social Work	3
SW 300 Human Behavior and Social Environment I	3
SW 331 Social Welfare Policy: Social Justice and Human Rights	3
SW 332 Social Welfare Policy: Analysis and Advocacy	3
SW 317 Social Work Practice I	3
SW 321 Social Work Practice II	3
SW 325 Social Work Practice III	3
SW 361 Junior Field Internship	3

SW 400 Human Behavior and Social Environment II

3

SW 500 Senior Field Internship

15

ELECTIVES

Total: 37 Hours

TOTAL DEGREE HOURS

128 Hours

ELEMENTARY EDUCATION (BACHELOR OF ARTS)

The Elementary Education Program is designed to assist undergraduate students in developing the knowledge, skills and dispositions for becoming effective and successful K-6th grade elementary teachers.

FOUNDATIONS AND PERSPECTIVES

Total: 46 Hours

FYS 111 First Year Seminar 1	3
FYS 112 First Year Seminar 2	3
ENG 111 College Composition I: Introduction to Academic Writing	3
ENG 112 College Composition II: Writing Across the Curriculum	3
HEA 111 Foundations of Health and Wellness	3
Aesthetic Perspective	3
Global Perspective - two courses in foreign language	6
Humanities Perspective: HIS 223 US History to 1865 and one literature course	6
Ideas and Innovations –US	3
Ideas and Innovations – World	3
Natural Scientific Perspective: NS 111 Introduction to Biological Sciences	3
Quantitative Reasoning Perspective: MTH 107 Finite Mathematics	4
Social Scientific Perspective: PSY 111 General Psychology	3

MAJOR REQUIREMENTS

Total: 68 hours

(Refer to Academic Catalog for Pre-Requisite Information)

ART 324 Art in Elementary Schools	3
ENG 334 Second Language and Literacy Development	3
MTH 203 Elementary Geometry	3
MTH 204 Teaching Number Systems	3
NS 113 Introduction to Physical Sciences	4
HIS 202 North Carolina History and Government	3
PSY 313 Child Psychology	3
ED 205 Introduction to Education	3
ED 251 Introduction to Special Education	3
*ED 325 Social Studies Methods in Elementary Education	3
*ED 326 Science Methods in Elementary Education	3
*ED 401 Educational Psychology	3
*ED 402 Historical, Philosophical, and Social Foundations of Education	3
*ED 404 Reading, Writing, and the Language Arts in Elementary Education	3
*ED 450 Advanced Methods of Teaching Mathematics	3
**ED 479 Student Teaching Practicum I	3
**ED 481 Student Teaching Practicum	3
**ED 491 Observation and Directed Teaching	7
**ED 470 Diversity in American Schools (taken with ED 491)	3
Choice of two from:	6
ED 311 Children's Literature,	
*ED 441 Content Area Reading and Writing,	
*ED 455 Teaching	
Students with Persistent Reading Problems.	
*Requires formal admission to the Teacher Education Program	
**Requires formal admission to Student Teaching.	

ELECTIVES

Total: 14 hours

TOTAL DEGREE HOURS

128 Hours

MIDDLE GRADES EDUCATION (BACHELOR OF ARTS)

The major in Middle Grades Education is designed to prepare teacher education candidates for teacher licensure in 6th – 9th grades. All Middle Grade majors are required to complete one area of concentration. A second concentration is recommended per the North Carolina Department of Public Instruction.

FOUNDATIONS AND PERSPECTIVES

Total: 43 Hours

FYS 111 First Year Seminar I	3
FYS 112 First Year Seminar II	3
ENG 111 College Composition I: Introduction to Academic Writing	3
ENG 112 College Composition II: Writing Across the Curriculum	3
HEA 111 Foundations of Health and Wellness	3
Aesthetic Perspective	3
Global Perspective	3
Humanities Perspectives (Two courses selected from two different disciplines)	6
Ideas and Innovations –US	3
Ideas and Innovations – World	3
Natural Scientific Perspective	4
Quantitative Reasoning Perspective: MTH 107 Finite Mathematics	3
Social Scientific Perspective: PSY 111 General Psychology	3

MAJOR REQUIREMENTS

Total: 37 Hours

(Refer to Academic Catalog for Pre-Requisite Information)

ED 205 Introduction to Education	3
ED 251 Introduction to Special Education	3
ED 314 The Adolescent Learner	3
ED 340 Middle Grades Curriculum	3
*ED 341 The Middle Grades Classroom	3
*ED 401 Educational Psychology	3
*ED 402 Historical, Philosophical, and Social Foundations of Education	3
*ED 410 Reading in the Content Areas	3
**ED 475 Content Area Practicum	3
**ED 470 Diversity in American Schools	3
**ED 491 Observation and Directed Teaching	7

III. CONCENTRATION REQUIREMENTS

A. Language Arts

Total: 24 Hours

ENG 211 Survey of British Literature I (Humanities Perspective)	3
ENG 213 World Literature	3
ENG 215 Survey of American Literature	3
ENG 312 Adolescent Literature	3
ENG 329 Diversity in American Literature	3
ENG 332 Structure and Usage of the English Language	3
ENG 334 Second Language and Literacy Development	3
*ED 412 Teaching English in Middle Grades and Secondary Education	3

B. Social Studies

Total: 27 Hours

HIS 202 North Carolina History and Government	3
SOC 111 Introduction to Sociology	3
GEO 221 World Geography (Global Perspective)	3
HIS 223 United States History to 1865 (Humanities Perspective)	3

HIS 224 United States History since 1865	3
HIS 292 World History to 1500	3
HIS 293 World History since 1500	3
*ED 415 Teaching Social Studies in Middle Grades and Secondary Education	3
Choose one of the following:	3
ECO220 Principles of Economics	
ECO221 Principles of Microeconomics	
ECO222 Principles of Macroeconomics	

C. Mathematics **Total: 24 Hours**

MTH 107 Finite Mathematics (Quantitative Perspective)	3
MTH 115 Calculus I	5
MTH 116 Elementary Probability and Statistics	4
MTH 203 Elementary Geometry	3
MTH 204 Teaching Number Systems	3
MTH 210 Math of Finance	3
*ED 418 Teaching Mathematics in Middle Grades and Secondary Education	3

D. Science **Total: 27 Hours**

CHM 113 General Chemistry	4
NS 111 Introduction to Biological Sciences (Natural Science Perspective)	4
NS 112 Introduction to Environmental Sciences	4
NS 113 Introduction to Physical Sciences	4
NS 114 Introduction to Meteorology and Weather Forecasting	4
PHY 223 General Physics	4
*ED 421 Teaching Science in Middle Grades and Secondary Education	3

*Requires formal admission to the Teacher Education Program

**Requires formal admission to Student Teaching.

Number of elective hours required will depend on the concentration area.

TOTAL DEGREE HOURS **128 Hours**

FOR LICENSURE ONLY STUDENTS, a major in Mathematics, History, English or Biology will satisfy the concentration requirements.

INTEGRATED EDUCATION (BACHELOR OF ARTS)

(Double Major: Special Education K-12/Elementary Education K-12)

The integrated licensure program is designed to provide students who complete the program with eligibility for licensure in Elementary Education (K - 6) and Special Education: General Curriculum (K - 12). This major will provide students with skills and understanding from each field, allowing a single teacher to deliver an appropriate education to all students in an inclusive classroom.

FOUNDATIONS AND PERSPECTIVES

Total: 46 Hours

FYS 111 First Year Seminar I	3
FYS 112 First Year Seminar II	3
ENG 111 College Composition I: Introduction to Academic Writing	3
ENG 112 College Composition II: Writing Across the Curriculum	3
HEA 111 Foundations of Health and Wellness	3
Aesthetic Perspective	3
Global Perspective - two courses in foreign language	6
Humanities Perspective: HIS 223 US History to 1865 and one literature course	6
Ideas and Innovations –US	3
Ideas and Innovations –World	3
Natural Scientific Perspective: NS 111 Introduction to Biological Sciences	3
Quantitative Reasoning Perspective: MTH 107 Finite Mathematics	4
Social Scientific Perspective: PSY 111 General Psychology	3

MAJOR REQUIREMENTS

Total: 83 Hours

(Refer to Academic Catalog for Pre-Requisite Information)

ART 324 Art in Elementary Schools	3
ENG 334 Second Language and Literacy Development	3
MTH 203 Elementary Geometry	3
MTH 204 Teaching Number Systems	3
NS 113 Introduction to Physical Sciences	4
HIS 202 North Carolina History and Government	3
PSY 313 Child Psychology	3
ED 205 Introduction to Education	3
ED 251 Introduction to Special Education	3
Choose one from:	3
ED 311 Children's Literature or *ED 441 Content Area Reading and Writing	
*ED 325 Social Studies Methods in Elementary Education	3
*ED 326 Science Methods in Elementary Education	3
ED 329 Motor, Communication, and Sensory Deficits of the Exceptional Child	3
ED 348 Students with Learning Disabilities and Emotional or Behavioral Disorders	3
*ED 401 Educational Psychology	3
*ED 402 Historical, Philosophical, and Social Foundations of Education	3
*ED 404 Reading, Writing, and the Language Arts in Elementary Education	3
*ED 432 Specialized Instruction and Collaboration	3
*ED 435 Assessment Methods Uses and Interpretations	3
*ED 450 Advanced Methods for Teaching Mathematics	3
*ED 451 Academic and Environmental Classroom Planning	3
*ED 455 Teaching Students with Persistent Reading Problems	3
**ED 479 Student Teaching Practicum I	3
**ED 481 Student Teaching Practicum	3

**ED 491 Observation and Directed Teaching	7
**ED 470 Diversity in American Schools (taken with ED 491)	3
*Requires formal admission to the Teacher Education Program	
**Requires formal admission to Student Teaching.	

ELECTIVES

Total: 2 Hours

TOTAL DEGREE HOURS

128 Hours

SPECIAL EDUCATION (BACHELOR OF ARTS)

The special education program prepares teacher candidates to teach in the exceptional needs classroom (K-12). The curriculum is structured so that the prospective teachers acquire the knowledge, skills and dispositions to ensure success in the field.

FOUNDATIONS AND PERSPECTIVES

Total: 46 Hours

FYS 111 First Year Seminar I	3
FYS 112 First Year Seminar II	3
ENG 111 College Composition I: Introduction to Academic Writing	3
ENG 112 College Composition II: Writing Across the Curriculum	3
HEA 111 Foundations of Health and Wellness	3
Aesthetic Perspective	3
Global Perspective - two courses in foreign language	6
Humanities Perspective: HIS 223 US History to 1865 and one literature course	6
Ideas and Innovations –US	3
Ideas and Innovations –World	3
Natural Scientific Perspective: NS 111 Introduction to Biological Sciences or NS 113 Introduction to Physical Sciences	4
Quantitative Reasoning Perspective: MTH 107 Finite Mathematics	3
Social Scientific Perspective: PSY 111 General Psychology	3

MAJOR REQUIREMENTS Total: 67 Hours

(Refer to Academic Catalog for Pre-Requisite Information)

ED 205 Introduction to Education	3
ED 251 Introduction to Special Education	3
PSY 313 Child Psychology	3
ENG 334 Second Language and Literacy Development	3
Choose one from:	3
ED 375 Creative Drama or ART 324 Art in Elementary School	
MTH 203 Elementary Geometry	3
MTH 204 Teaching Number Systems	3
ED 329 Motor, Communication, and Sensory Deficits of the Exceptional Child	3
ED 348 Students with Learning Disabilities and Emotional or Behavioral Disorders	3
*ED 401 Educational Psychology	3
*ED 402 Historical, Philosophical, and Social Foundations of Education	3
*ED 404 Reading, Writing, and the Language Arts in Elementary Education	3
*ED 432 Specialized Instruction and Collaboration	3
*ED 435 Assessment Methods Uses and Interpretations	3
*ED 450 Advanced Methods of Teaching Mathematics	3
*ED 451 Academic and Environmental Classroom Planning	3
*ED 455 Teaching Students with Persistent Reading Problems	3
**ED 479 Student Teaching Practicum I	3
**ED 481 Student Teaching Practicum	3
**ED 491 Observation and Directed Teaching	7
**ED 470 Diversity in American Schools (taken with ED 491)	
* Requires formal admission to the Teacher Education Program	
**Requires formal admission to Student Teaching.	3

ELECTIVES:

15 Hours

TOTAL DEGREE HOURS

128 Hours

LICENSURE ONLY PROGRAMS

Individuals who have already earned an undergraduate degree, may apply to one of our licensure-only programs in ENGLISH AS A SECOND LANGUAGE, ART EDUCATION, ELEMENTARY EDUCATION, PHYSICAL EDUCATION, INTEGRATED EDUCATION, MIDDLE- GRADES EDUCATION, MUSIC EDUCATION, SECONDARY EDUCATION, SPANISH EDUCATION, AND SPECIAL EDUCATION.

Individuals interested in Middle Grades Education are required to complete one area of concentration (English/ language arts, math, science, or social studies). A second concentration is recommended per the North Carolina Department of Public Instruction.

Individuals interested in Secondary Education can select concentrations in English, Math, Science, and/or Social Studies. Licensure only candidates are not required to take the Praxis I Core Academic Skills Tests.

Course requirements for each area of concentration can be found in the University Academic Catalog.

Some courses may not be available through the Adult and Graduate Studies Program. Candidates should consult with the Adult and Graduate Studies Office and the Education Department for additional information, admission applications, and admission requirements.

ADD-ON LICENSURE PROGRAMS

Mars Hill University offers “add-on licensure programs” in four areas:

ACADEMICALLY/INTELLECTUALLY GIFTED K – 12, ENGLISH AS A SECOND LANGUAGE K – 12, READING SPECIALIST K – 12, and SPECIAL EDUCATION K -12.

“Add-on Licensure Programs” do not require formal admission into the Teacher Education Program if the student is only seeking the “add-on license program” and already has a valid North Carolina teaching license. Please consult with the Adult and Graduate Studies office and the Education Department.

Note: Undergraduate students may elect to complete an “add-on” program at the same time they are completing their academic program for an initial teaching license. Consult with the Education Department for information regarding admission, course prerequisites, and student teaching requirements, if applicable, for the “add-on” program.

Candidates interested in earning an “add-on license” must have and/or complete the following:

1. Earned Bachelor’s Degree from an accredited institution. Copies of all academic transcripts are required for review.
2. Have an undergraduate (or graduate if applicable) GPA of 2.75 and a minimum grade of C on all general studies, professional, and content-area course work.
3. Hold a valid North Carolina Teaching License.
4. Meet with the academic Program Coordinator to determine your plan of study who will review your transcripts, course work, work experience, work products, etc. Please consult with the Program Coordinator regarding any state-mandated testing requirements (Praxis and/or Pearson Tests).
5. Candidates will be required to take courses for the applicable add-on licensure program (at a minimum) as indicated below under the appropriate program.

Add-On Licensure Programs:

Academically/Intellectually Gifted (AIG)	Total: 12 Hours
ED 252 Introduction to Gifted Education	3
ED 320 Multi-Sensory Methods and Models of Gifted Education	3
ED 436 Assessment and Trends in Gifted Education	3
ED 452 Curriculum Differentiation for the Gifted	3

English as a Second Language (ESL)	Total: 18 Hours
ED 332 Structure and Usage of English	3
ENG 333 Grammar and Linguistics for Teaching ESL	3
ENG 334 Second Language and Literacy Development	3
ED 360 Issues in Teaching ESL in Public Schools	3
ED 365 Socio-cultural Foundations of Education	3
ED 419 Teaching of English as a Second Language in K-12 Classroom	3

Reading Specialist	Total: 18 Hours
ENG 334 Second Language and Literacy Development	3
ED 440 Advanced Strategies for Literacy Acquisition and Development	3
ED 441 Comprehensive Strategies for Teaching Content-Based Literacy	3
ED 443 Conceptual and Historical Foundations of Reading	3
ED 444 Reading Assessment and Intervention	3
ED 455 Teaching Students with Persistent Reading Problems	3

Special Education	Total: 24 Hours
ED 251 Introduction to Special Education	3
ED 329 Motor, Communication, and Sensory Deficits	3
ED 348 Students with Learning Disabilities and Emotional/Behavioral Disorders	3
ED 432 Specialized Instruction and Collaboration	3
ED 435 Assessment Methods, Use and Interpretation	3
ED 450 Advanced Methods of Mathematics	3
ED 451 Academic and Environmental Classroom Planning	3
ED 455 Teaching Students with Persistent Reading Problems	3

FREQUENTLY ASKED QUESTIONS

What is my Mars Hill University email user name and password?

To access Webmail, Moodle or Self Service go to www.mhu.edu. You will find a link near the top of the page. Your user name is your first and last name, followed by a number. Your default password is mHu plus your date of birth. For example, if your date of birth is January 14, 1975, you would log-in as follows:

Username : JohnDoe1 Password: mHu01141975 (Please note the capital “H”)

If you have trouble, you may contact the MHU Helpdesk at 828-689-1444

Is Financial Aid available?

To see if you qualify for federal grant/ loans you must fill out a FAFSA (<http://www.fafsa.ed.gov>). Some scholarships are also available. Your financial aid counselor is Deborah Shelton, (828) 689-1104 or dshelton@mhu.edu.

How do I get my textbooks?

Students are provided with all required textbooks on a rental basis. AGS students receive their textbooks via postal mail at the home address we have on file. Therefore, it is very important that students report changes to mailing addresses and phone numbers in a timely manner.

What time is class each night?

Classes are generally held from 6:00PM to 10:00PM. Attendance is mandatory for all courses.

Will I need a parking sticker?

AGS students must register their vehicles with the security office, and will receive parking stickers/handtags. If you receive a parking ticket while in a valid parking space, the ticket will be dropped if your vehicle has been registered.

Will I need immunization records?

You will need immunization records only if you are taking an on campus DAY CLASS at Mars Hill University. RN to BSN students will need immunizations for practicum courses.

Will I have an advisor?

You will be assigned an academic advisor. This assignment will be conveyed during your AGS orientation session. All students are required to meet with their academic advisor prior to registration.

How do I register for classes each semester?

After your first semester of enrollment, you can register for classes online through MHU Self Service. You should always meet or consult with your academic advisor to determine your classes before registering.

Where will my classes be held?

Please check Self Service immediately prior to the beginning of class for the most updated room assignments.

What happens in the event of bad weather?

Call the WEATHERLINE at 689-1728 after 4:00PM for a voicemail announcing any cancellations for all night classes. Cancellations will also be posted on WLOS, the AGS webpage, and the AGS Facebook page.

What happens if I need to change my schedule?

You may change your schedule in the first two weeks of classes by using the add/drop form located on our website at www.mhu.edu/ags. If you miss the deadline, you may request to withdraw from a course by filling out a withdrawal form. Withdrawals are usually only honored in the case of a medical emergency.

IMPORTANT CONTACTS

ADULT AND GRADUATE STUDIES MARS HILL

800 582-3047/828-689-1166

PO Box 6682

Mars Hill, NC 28754 828-689-1290 (Fax)

ASHEVILLE CENTER FOR ADULT AND GRADUATE STUDIES

828-689-1671

303-B Airport Road Arden, NC 28704

FINANCIAL AID OFFICE

828-689-1123

Blackwell Hall PO Box 6686

Mars Hill, NC 28754

828-689-1300 (Fax)

REGISTRAR

828-689-1151

Blackwell Hall

PO Box 6703

Mars Hill, NC 28754 828-689-1437 (Fax)

Adult and Graduate Studies (AGS) Faculty and Staff Contacts

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jbrown@mhu.edu

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Heidi Sermersheim, Coordinator, Asheville Center for AGS

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hsermersheim@mhu.edu

Jenny Webb, Outreach and Admissions Counselor, AGS

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Dr. Grainger Caudle, Chair, Business Department

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ccain@mhu.edu

Dr. Susan Stigall, Assistant Professor and Chair, Education Department

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[sstigall@mhu.edu](mailto:ssstigall@mhu.edu)

Loretta Link, Director, Teacher Education Program

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llink@mhu.edu

Dr. Beth Vogler, Chair – Social Work Program, Dean – Professional Studies

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bvogler@mhu.edu

Dr. Barbara Sims, Chair, Criminal Justice Program

828-689-1276
bsims@mhu.edu

Dr. Cathy Franklin-Griffin, Dean, RN to BSN Coordinator
Judge McRae School of Nursing

828-689-1606
cfranklingriffin@mhu.edu

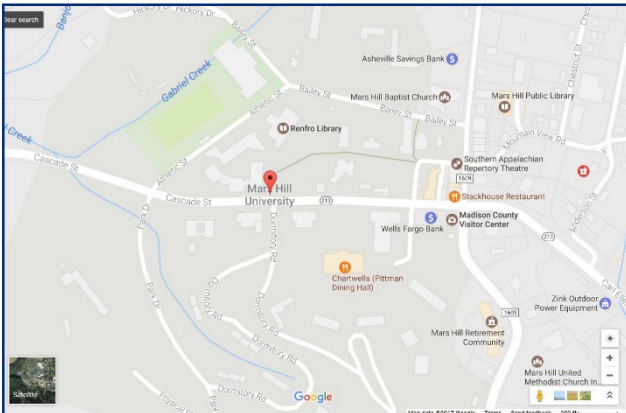
Marlene Gile, Assistant to the Dean, Judge McRae School of Nursing

828-689-1600
mgile@mhu.edu

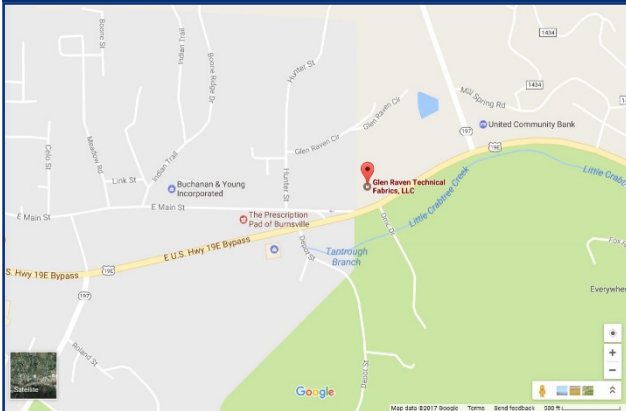
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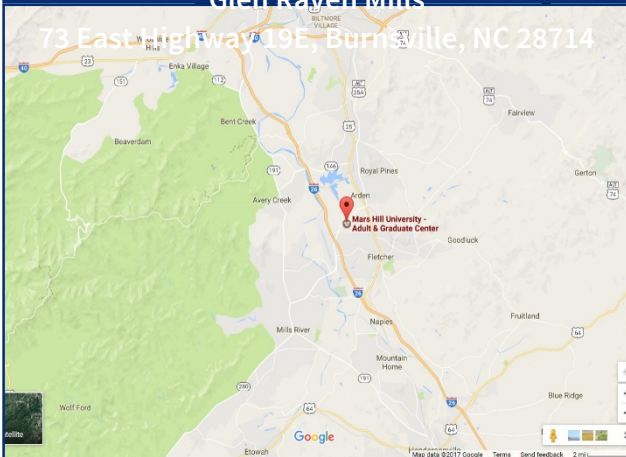
MARS HILL UNIVERSITY ADULT AND GRADUATE STUDIES LOCATIONS



Mars Hill University
100 Athletic Street Mars Hill, NC 28754



Glen Raven Mills
73 East Highway 19E, Burnsville, NC 28714



Mars Hill University Center for Adult and

