Mississippi College Online Catalog User Guide

Topics covered include the following:
• Catalog Home Page
• Searching the Catalog
• Browsing the Catalog
• Programs and Courses
• Colleges, Schools, and Departments
• My Personal Catalog
• Printer Friendly Pages
• Catalog Help
Choose a catalog (Undergrad or Graduate).

Search catalog.

Select any section of the catalog to browse for more information.

Make a list of items that are important to you with My Personal Catalog tool.

Click here for a Catalog User Guide.
Searching the Catalog

Use this box to search the MC Web site, *NOT* the catalog.

Choose search locations to narrow or expand your search to:
- Courses
- Programs
- Divisions (Colleges and Schools)
- Other Content (policies, services, etc.)

Catalog search tool (choose advanced for more options).

This screen appears when you click on Advanced Search.

Check the box to search for an *exact match* for a keyword or phrase.
Browsing the Catalog

Most pages feature links at the top of the page that will take you directly to the topic of your choice.

Left side Navigation Menu: Select any section of the catalog to browse for more information.

Watch for these icons:
- Add to My Personal Catalog
- Printer Friendly Page
- Help
- Scroll back to top
The Undergraduate Programs link takes you to a list of all undergrad programs sorted by:
- College
- School
- Department,
- Degree

Click on a program link to see courses required for that degree. (See next page.)
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- College
- School
- Department,
- Degree

The Name and type of degree

Courses required for degree. Most degrees include university core courses, major requirements, minor requirements (if applicable), and electives.

Click on a course link for a description of that course.
Narrow your search of courses by selecting a course prefix (i.e., ACC for Accounting), and/or a specific code (i.e., ACC 401 for Advanced Accounting). You can also search by keywords (i.e., biology).

Click on the course link to see the details of the course. You can add the course to your Personal Catalog or print the course.
Courses, cont.

To view available sections of a particular course, click on the link at the bottom of the course description.

A new window will open with available sections retrieved from the class schedule in Banner Web. Sections retrieved will be for the term for which registration activity is open.
To view course descriptions for a list of courses, filter for the courses of interest.

Then click on the Printer Friendly Page icon.

From the printer friendly page, click on Expand all courses.

A list of course descriptions will appear for easy printing.
Colleges, Schools & Departments

From the left hand navigational menu, click on the link to a college or school for more information about related departments and degrees. The College of Arts and Sciences encompasses the Schools of Christian Studies and the Arts, Humanities and Social Sciences, and Science and Mathematics.

Mission and History
The College of Arts and Sciences consists of three schools: the School of Christian Studies and the Arts, the School of Humanities and Social Sciences, and the School of Science and Mathematics. They offer students a liberal arts education reflecting both academic excellence and Christian concern and commitment. Course offerings in the College of Arts and Sciences provide students with a broad general education as well as in-depth knowledge in particular majors. This combination is designed to equip students not only with career training, but also with an appreciation and understanding of cultural achievements and religious values and with the literacy skills necessary for lifelong learning. Each school provides students with a strong background for post-baccalaureate concentration in graduate school or professional studies.

The academic programs in the College of Arts and Sciences prepare students for such careers as those of pastor, director of religious education, minister of music, artist, journalist, chemist, biologist, physicist, mathematician, computer science specialist, social scientist, historian, social worker, teacher, writer, linguist, mass media specialist, interior designer, graphic designer, paralegal or law enforcement official. In addition, pre-professional training is provided for careers in medicine, dentistry, pharmacy, physical therapy, optometry, medical technology, nursing, law, and veterinary medicine. The Department of Christian Studies and Philosophy also gives excellent preparation to many students who will attend our Southern Baptist seminaries.

Objectives
In serving both the general and specific educational needs of students in the university, the College of Arts and Sciences is guided by three major objectives:

Honors Program
The College of Arts and Sciences provides an Honors Program for students with a minimum ACT/SAT score established each year. Successful completion of the program allows a student to graduate "With Honors" or "With High Honors." The Honors Council is chaired by Dr. David G. Miller of the Department of English.

School of Christian Studies and the Arts
Go to information for School of Christian Studies and the Arts.

School of Humanities and Social Sciences
Go to information for School of Humanities and Social Sciences.

School of Science and Mathematics
Go to information for School of Science and Mathematics.
At the bottom of each school’s page is a list of programs of study sorted by department and degree type. In this example, the School of Education encompasses three departments: Teacher Education and Leadership, Kinesiology, and Psychology and Counseling.

Under each department heading is a link to more information about that department as well as links to degrees offered by that department. Clicking on a program link takes you to the detailed program of study (as shown in previous pages of this user guide).
My Personal Catalog

The *My Personal Catalog* tool helps you retain a list of courses, programs, pages, and saved searches that you find interesting or useful and wish to save for future reference.

Your Personal Catalog account is accessible from any computer with a connection to the internet.

Creating a *My Personal Catalog* account only requires an email account a few minutes of your time. If desired, you can request for an admissions counselor to contact you regarding specific information of interest to you.
REMEMBER:

Clicking the icon on any item will add the item to your My Personal Catalog page.

These are courses the user has saved to her My Personal Catalog.

These are programs the user has saved to her My Personal Catalog.

These are navigational links and departments the user has saved to her My Personal Catalog.

Check the box beside an item and click “Remove” to delete an item from the My Personal Catalog page.
## Printer Friendly Pages

By clicking the **Printer Friendly Page** icon in the top right of any page, you are taken to a print-friendly page of that content (example of the print-friendly Academic Calendar page shown here).

You can then click “Print this Page” at the top right to print the content contained on that particular page.

### ACADEMIC CALENDAR

**ONE HUNDRED EIGHTY-SEVENTH SESSION 2012-2013**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 2, Saturday</td>
<td>Accelerated Degree Program Orientation/Advising for All Campuses in Clinton</td>
</tr>
<tr>
<td>August 18, Saturday</td>
<td>Residence halls open for new freshmen and transfers</td>
</tr>
<tr>
<td>August 19, Sunday, 2:00 p.m.</td>
<td>Residence halls open for returning students</td>
</tr>
<tr>
<td>August 20, Monday</td>
<td>Orientation / Registration for new undergraduate students; Registration of night students (4-6 p.m)</td>
</tr>
<tr>
<td>August 20, Monday</td>
<td>NIGHT CLASSES AND 3.5 CR HR DAY CLASSES SCHEDULED ONCE A WEEK MEET</td>
</tr>
<tr>
<td>August 21, Tuesday</td>
<td>Registration of night students (4-6 p.m) and students who have not registered; SCIENCE LABS MEET</td>
</tr>
<tr>
<td>August 21, Tuesday</td>
<td>NIGHT CLASSES AND 3.5 CR HR DAY CLASSES SCHEDULED ONCE A WEEK MEET</td>
</tr>
<tr>
<td>August 22, Wednesday</td>
<td>DAY CLASSES BEGIN</td>
</tr>
<tr>
<td>August 27, Monday, 5:00 p.m.</td>
<td>LAST DAY TO ENROLL OR ADD A TRADITIONAL CLASS</td>
</tr>
<tr>
<td>August 27, Monday, 5:00 p.m.</td>
<td>Last Day to Enroll or Add an ADP Session I Class</td>
</tr>
<tr>
<td>August 27, Monday, 5:00 p.m.</td>
<td>Last Day to DROP an ADP Session I Class with 100% TUITION ONLY REFUND</td>
</tr>
<tr>
<td>August 28, Wednesday</td>
<td>Graduate Deadline to make Application for December 2012 Graduation</td>
</tr>
<tr>
<td>August 30, Thursday</td>
<td>LAST DAY TO DROP A TRADITIONAL CLASS WITH 100% TUITION ONLY REFUND</td>
</tr>
<tr>
<td>August 31, Friday</td>
<td>Priority Application Deadline for Fall 2012 Graduation</td>
</tr>
</tbody>
</table>
Catalog Help

By clicking the **Help** icon in the top right of any page, you are taken to a detailed description of help topics shown here.

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**1. SELECTING A DIFFERENT CATALOG**

There may be more than one catalog available in the Mississippi College system at a time. You may easily select a different catalog to browse at any time.

To select a new catalog, simply make your choice from the drop down list at the top right of the page and click the GO button.

Some catalogs in the drop down list may have [Archived Catalog] after them. Generally, these are older catalogs that are no longer up to date but are still available for browsing.

You may add information from any of the available catalogs to your own personal Personal Catalog. See below to learn more about Using the Personal Catalog Feature.

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**2. SEARCHING THE CATALOG**

The Catalog Search (shown at the top of the navigation) allows quick retrieval of catalog data that matches your interests.

To use the Catalog Search, simply enter a search keyword or phrase and click the GO button. The search will attempt to find any matching data in the catalog including courses, programs, schools/colleges and departments or other data.

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Still have questions? For help with the Undergraduate Catalog, email registrar@mc.edu. For help with the Graduate Catalog, email Lewis09@mc.edu.