Forman Christian College
(A Chartered University)
Advisers’ Handbook

Effective Advising, Significant Learning, Lifelong Relations
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Introduction

The faculty of Forman Christian College is committed to the development of the whole student. This includes the intellectual, spiritual, cultural, social, emotional and physical growth of each student. The curriculum at FCC is designed to reflect the true spirit of liberal arts education. It provides depth of knowledge in the student’s chosen field of study as well as broadening the student’s knowledge of subjects outside that field. There are opportunities for participation in a variety of co-curricular activities and settings for community service, social interaction and increasing cultural awareness. The goal is to challenge students to develop their capabilities as leaders, to discover new talents and interests, and to learn the skills needed to become life-long learners.

The advising process at Forman provides students with a faculty member who guides them and supports them as they take on this challenge. Advisors work with the students, the administration, other advisors and faculty, as well as alumnae to provide our students with the support that they need to make decisions about the careers that they will choose and the kind of adults they will become.
Mission and Vision Statements of Forman Christian College

The mission of Forman Christian College (A Chartered University) is to impart, create and disseminate knowledge and to develop informed, ethical and responsible citizens who are prepared and committed to learn, lead and serve; persons who exemplify the FCC motto “By love, serve one another”

The vision of the college is to be recognized as one of the very best colleges in the entire subcontinent. This is in keeping with the distinguished reputation established during the first century in the life of the college.

Shared Commitment

In keeping with the mission and vision of FCC, we have all signed the Shared Commitment document. This document, with it’s statement of the Core Values, is an expression of our ideals and expectations as members of the FC community. Advising is a vital part of this expression. The advisement process allows us to impact students in ways that help them to be more able to reach the ideals presented in the core values and is, in itself, an expression of the motto, “By love, serve one another.”
Definition of Advising

- Academic advising is a decision-making process and an opportunity for the student to set goals.
- An advisor is a guide to the course of instruction, to the general education program, for information about course loads and for degree requirements.

Purpose and Importance of Academic Advising
- Assist students in choosing a program of study which will serve them in the development of their total potential.
- Promotes use of campus resources to make informed decisions about career and life goals.
- Improves retention.
- Stimulates and supports students in their pursuit of a quality life.
- Links students to academic life.

Advising: A Teaching Role
- Actively involving students in the process.
- Promoting independent decision-making.
- Promoting accountability for life choices.
- Show students how to find information – do not find it for them.
- Assist students in independent decision making (enabling vs. advising)
Expectations of the Advisor and the Advisee

What the advisor can expect of the advisee
1. That the student decided to attend Forman Christian College for a useful purpose and that he or she is seriously interested in making the most of the investment made in time, energy, and money.
2. That the student will have done some kind of thinking and planning ahead of time about personal goals, ability, and aspirations, perhaps even programs or courses that might be considered and that these plans will be discussed with the advisor as academic interests are explored.
3. That the student will be willing to consider many options and ideas and will listen to information and advice with an open mind.
4. That the student will ultimately accept responsibility for his/her choices.
5. That the student will learn and understand regulations and requirements of the various academic programs.
6. To remain up to date and to regularly consult the University website for information.

What the advisee can expect of the advisor
1. That the advisor will treat the student with courtesy and respect.
2. That the advisor will be available and will spend time with the advisee (reasonably free from distractions) during Orientation and on a regular basis throughout the year. Students must realize, however, that faculty members do also teach, do research, are active on campus committees and advise other students.
3. That the advisor will be knowledgeable about regulations and requirements of the academic programs and the College and will be able to interpret them to the advisee if there is confusion.
4. That the advisor will be candid when he or she does not know the answer to a question and will help the advisee find out where to turn to receive reliable information.
5. That the advisor will give information and advice about academic options, programs, and careers, but will leave the final decision up to the advisee.
6. To know and communicate the changes occurring in policies affecting the advisee.

Roles of the Advisor
1. The advisor will give advisees information about courses, programs, regulations, procedures, requirements, academic departments and majors, careers etc.
2. The advisor will seek to help advisees make decisions wisely based on reliable information with an appreciation for the possible consequences and implications of advisee actions.
3. The advisor will be the advisee’s advocate in relation to other departments and offices of the College. He or she may at times help the advisee make a case for an exception to policy.
4. The advisor is an agent of the institution and supports the regulations and policies of the College. An advisee may not register, withdraw from a course, add a course, apply for a major, or apply for transfer credit without the advisor’s approval.
5. The advisor is someone to seek when the advisee needs to talk about his or her academic program and, also, simply when he or she needs to talk.
6. The advisor will serve as a referral agent when it appears that the advisee’s needs will be met better by other campus professionals.

(Adapted from Advising Handbook, Trinity University) Courtesy of RMWC
First-year students are vulnerable when it comes to good academic planning. They are rather unsophisticated, unaware of the variety of resources available to them. Initially they must place a great deal of trust in their advisors, a trust that warrants quality programs and services. First-year students expect the academic advising relationship to be characterized by both caring and competence: advisors are expected to be available, knowledgeable, and accurate.

Advisors must first know who is entering the system and then determine student expectations, aspirations, and needs before they even begin general advising. In other words, advisors need to see the educational system from the perspective of the student who moves through it. (Kramer, 2000)

First-year students enter college with “pat, superficial, pseudo plans” (Blocher & Rapoza, 1981).

Half of all students who ever enter four-year colleges and universities never graduate from the institutions they enter as first-year students, and close to 60% of the students who drop out, do so after the first year (Green, 1983)

57% of first-year students change their majors during the first semester (Titley and Titley, 1985)

ADVISOR ROLE:

Advisors should view this year as a period of adjustment. It is suggested that advisors encourage students to participate in programs which address these issues and that the institution establish a first-year course or seminar to focus on first-year student needs and expectations and to facilitate career development and the use of campus resources.

- Urge advisees to attend Career Development Centre programmes.
- Make referrals to campus resources as needed.
- Encourage students, where applicable, to participate in sports and co-curricular activities.
- Assist student in making a plan for general education requirements.
SOPHOMORE YEAR REFLECTION

If there is a time when students need assistance but find little outreach, it is in their sophomore year. The second year of college presents some aspects of identity crises better known as the *sophomore slump*. It is a year of reflection on what they have achieved academically and on what they want to accomplish in the future. (Kramer, 2000)

The sophomore is forced to question academic life in a way significantly different from the demand of the first year, different in that the student has become more introspective and philosophical, but without a resource base from which to resolve these questions (Margolis, 1976, p. 134).

Sophomores talk of changing majors, leaving school to work, and raise questions regarding transfer to another school, and various problems in personal relationships (Richmond and Lemons, 1985).

**ADVISOR ROLE:**
Advisors should assist in easing the transformation of the sophomore year. Personal attention, i.e., “affective discussion,” may be an important factor in overcoming it (Herr and Cramer, 1968). Advisors should arrange appointments with sophomores to review their academic progress and more fully integrate them into the academic community; to assess and, where appropriate, encourage and reinforce their abilities to succeed academically; and to assist sophomores in crystallizing their academic plans.

- Arrange appointments with sophomores to review their academic progress.
- Encourage more intentional involvement in the academic community and advancement to leadership positions in extracurricular activities.
- Work with the student in exploring various major options.
- Urge participation in Career Development Centre programmes involving exploration of major field options.
- Suggest the exploration of such Career Development Centre programme options as job shadowing and informational interviewing.
- Inform the student about the availability of internships in the junior and senior years and refer him/her to the Career Development Centre to explore opportunities.
- Assist advisee in making tentative 4-year plan.
During the junior year, students are expected to stabilize their academic course of study, acquire the necessary background and study skill to perform maximally, pursue career information, and formalize relationships with faculty and significant others on campus. Clarifying and gaining confidence in both academic and career goals is an essential pursuit of the junior year. (Kramer, 2000)

Juniors are expected to stabilize their academic course of study, acquire the necessary background and study skills to perform maximally, pursue career information, and formalize relationships with faculty and significant others on campus (Medalie, 1981).

Reflecting and gaining confidence in both one’s academic and career goals are essential activities of the junior year (Medalie, 1981).

**ADVISOR ROLE:**

Advisors should recognise that for juniors this is a year of “mastery” and “commitment”.

- Focus on providing a supportive environment in which students are stimulated to evaluate their own academic progress.
- Recognise their academic accomplishments.
- Assist the student in establishing vital contacts with personnel within, i.e., departmental faculty, pre-professional advisors, and outside the institution, e.g., alumnae contacts. Watch for programmes with alumnae provided by the Alumnae Office and urge advisees to attend.
- Inform the student concerning the value of internships and refer him/her to the Career Development Centre for assistance.
- Encourage advisees, where appropriate, to research graduate schools.
- Work with advisee to create a road map for the completion of their major by the end of the senior year.
- Encourage advisees to complete a personal degree audit.
SENIOR YEAR TRANSITION

Seniors have high expectations and are a captive audience. Because they are nearing the completion of their studies, they stand before transition into a graduate or work career. Add another dimension of the senior year: assessment. Seniors are prone to ask: How do all these ideas fit together? What is important about what I’ve done? Where is this leading me? What are the implications of what I’ve studied for how I’ll live my life? Thus, the senior year is not only a transitional one but also a period of questioning and reflecting. Advisors would do well to engage seniors in the assessment process. (Kramer, 2000)

Seniors need to know how to write a resume, how to interview for a job, how to pursue job-search strategies, and how to apply to graduate or professional schools.

Seniors need to know exactly where they stand in meeting academic requirements.

Seniors need to prepare for commencement.

ADVISOR ROLE:

Four years of undergraduate study should be capped by a successful transition into the world of work or graduate school.

- Urge seniors to participate in Career Development Centre workshops on resume writing, interviewing, job search strategies, and alumnae networking.
- Assist seniors in applying to graduate or professional schools.
- Reinforce the importance of the degree audit.

Definitions of terms and ideas

**Semester** – a division of an academic year consisting of 15 to 18 weeks (15 weeks at FCC)

**Credit hour** – The number of contact hours in a course determines the credit a student receives for that course. Typically, one contact hour per week or two lab hours per week equals one credit hour.

**GPA** – Grade Point Average. The number of academic points a student receives for a class based on the grade and number of credits received for the class.

**CGPA** – Cumulative Grade Point Average. Average of all of the academic points received by a student over a series of semesters.

**Academic probation** – The warning a student receives if their CGPA falls below the acceptable level of academic progress. This is 1.50 for students with less than 36 credit hours, 1.75 for students with 36 to 64 credit hours, and 2.0 for students with 65 or more credit hours.

**Vice Rector’s List** – an award given to students who have a 3.75 GPA in any semester.

**Dismissal from the university** – Students may be dismissed for academic or disciplinary reasons. The cause for dismissal determines whether or not a student can return and when. This will be determined by the Vice Rector’s office or the disciplinary committee.

**Add/ Drop** – The period of time in which a student is able to change courses or sections with no penalty. This is typically the week before the beginning of the semester through the first week of classes.

**Withdrawal** – Students may choose to leave a class after the add/drop period but a WFail or WPass will appear on their transcript. This grade is assigned by the classroom professor based on the student’s work at the time of withdrawal. The dates for this are on the academic calendar each year. Usually, this is the week before the last week of classes.

**Competency exams** – These exams must be taken and passed by all students, preferably by the end of the sophomore year. They are written and spoken English, written Urdu, quantitative skills and IT skills.

Please refer to http://www.fccollege.edu.pk/academics/standards-and-policies/baccalaureate-academic-policies for more information regarding Competency Exam Policies.

**Prerequisite** – Courses required to be taken before another course can be taken. For example ENGL 101 or exemption is required before ENGL 103 can be taken so ENGL 101 is a prerequisite of ENGL 103.
Clarifications regarding some courses

Intensive English for Academic Preparation (IEAP)
- This is a pre-university program.
- Placement in the program is done on the basis of FEAT Accuplaccer taken at the time of admission.
- Students will be placed in IEAP if they score less than 81.5 on FEAT Accuplacer
- Students receive no credit for IEAP Program.
- There are 5 levels of the course and length of the program could be from one semester to three, depending on the level student is placed in and progress made in courses.
- After passing IEAP, a student can register for university courses.

ENGL 101 and ENGL 103
- May not be taken together
- ENGL 101 must be taken before ENGL 103 unless student was exempted from taking ENG 101.
- ENGL 101 may be waived if the student scores high enough on the FEAT Accuplacer test. IF so, an additional humanities course must be taken.

MATH 100
- May only be taken by students who are placed in it due to score less than 71 on FEAT Accuplacer test. All others must take MATH 101 or higher.

URDU 101
- May be exempted by students who did not take Urdu in High School or A-Levels. This must be done by the Vice Rector.

BIOL 100, PHYS 100, CHEM 100
- May only be taken by students who did NOT take these sciences in intermediate, A-Levels or high school.

UNIV 100
- Must be taken by all students entering FC as freshmen or as transfers with less than 60 credit hours.
- IEAP students will take this course after completion of IEAP.
Competency Exam based Exemption

If a student believes he is competent enough, he can appear in competency exams to be exempted from the following courses.

**MCOM 100**
- Student can appear in Spoken English Competency Exam in Freshman year
- Passing the competency would exempt student from MCOM 100.
- Student must replace MCOM 100 with another course from Humanities discipline

**URDU 101**
- Student can appear in Written Urdu Competency Exam in Freshman year
- Passing the competency would exempt student from URDU 101.
- Student must replace URDU 101 with another course from Humanities discipline

**A Level Based Credit**
Students entering with A level grades can be provided credits if they have passed following courses with a grade C or higher.

<table>
<thead>
<tr>
<th>Exam</th>
<th>Equivalent to</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounting</td>
<td>BUSN 101</td>
</tr>
<tr>
<td>Biological Science</td>
<td>BIOL 105</td>
</tr>
<tr>
<td>Chemistry</td>
<td>CHEM 100</td>
</tr>
<tr>
<td>Computer Science</td>
<td>CSCS 100</td>
</tr>
<tr>
<td>Economics</td>
<td>ECON 100</td>
</tr>
<tr>
<td>English</td>
<td>ENGL 101</td>
</tr>
<tr>
<td>Geography</td>
<td>GEOG 101</td>
</tr>
<tr>
<td>History</td>
<td>HIST 102</td>
</tr>
<tr>
<td>Pure Mathematics 1 or 2</td>
<td>MATH 101</td>
</tr>
<tr>
<td>Pure Mathematics 3</td>
<td>MATH 102</td>
</tr>
<tr>
<td>Physics</td>
<td>PHYS 103</td>
</tr>
<tr>
<td>Psychology</td>
<td>PSYC 100</td>
</tr>
<tr>
<td>Islamic Studies</td>
<td>ISLM101</td>
</tr>
<tr>
<td>Christian Studies</td>
<td>CRST152</td>
</tr>
</tbody>
</table>
Graduation Requirements

BA Honors, BSc Honors, BSc Bus, BEd, BIT/BCS

- 130 credit hours completed
- Cumulative GPA (grade point average) of 2.0 or better
- Major GPA of 2.0 or better
- 12 courses labeled as upper level (300 or 400)
- Completion of all General Education requirements/courses
- Competency on college assessment examinations in:
  - Written communication in Urdu
  - Written communication in English
  - Oral communication in English
  - Quantitative Skills
  - Information Technology Skills

**BA Honors** Completion of 36 credit hours in chosen major including all core courses required by the department

**BSc Honors and BEd** Completion of 48 credit hours in chosen major including all core courses required by the department

**BSc Business, BIT/BCS, BSc Honors Biotech** Completion of 64 credit hours in chosen major including all core courses required by the department
# General Education Requirements

*For Students entering DURING or AFTER Fall 2013*

## Humanities

<table>
<thead>
<tr>
<th></th>
<th>6 Courses</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. A.</td>
<td>CRST 152</td>
</tr>
<tr>
<td>1. B.</td>
<td>ISLM 101</td>
</tr>
<tr>
<td>2.</td>
<td>MCOM 100</td>
</tr>
<tr>
<td>3.</td>
<td>ENGL 101</td>
</tr>
<tr>
<td>4.</td>
<td>ENG 103</td>
</tr>
<tr>
<td>5.</td>
<td>URDU 101</td>
</tr>
</tbody>
</table>

**6th course from below**
- English
- History
- Religious Studies
- Philosophy
- Mass Communication
- Urdu

## SOCIAL or BEHAVIOURAL SCIENCES:

<table>
<thead>
<tr>
<th></th>
<th>3 Courses</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Pakistan Studies (PKST 101)</td>
</tr>
</tbody>
</table>

**2nd and 3rd courses from below**
- Economics
- Education
- Geography
- Pakistan Studies
- Political Science
- Psychology
- Sociology

## Science and Mathematics

<table>
<thead>
<tr>
<th></th>
<th>5 courses</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. A.</td>
<td>Biological Sciences</td>
</tr>
<tr>
<td>1. B.</td>
<td>Chemistry</td>
</tr>
<tr>
<td>1. C.</td>
<td>Physics</td>
</tr>
</tbody>
</table>

**2nd course from below:**
- Biological Sciences
- Chemistry
- Computer Science
- Environmental Sciences
- Information Technology
- Logic (PHIL 221)
- Mathematics
- Physics
- Statistics

**5th course from below:**
- Biological Sciences
- Chemistry
- Computer Science
- Environmental Sciences
- Information Technology
- Logic (PHIL 221)
- Mathematics
- Physics
- Statistics

**1 Math course like MATH 100 or higher**

**1 Computer Science**

**1 other course from listed departments**

## UNIV 100: Foundation of University Education Course

<table>
<thead>
<tr>
<th></th>
<th>1 course</th>
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</table>

**Total Courses**

<table>
<thead>
<tr>
<th></th>
<th>15</th>
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</thead>
</table>

All General Education courses should be completed by the end of the Sophomore year.
**General Education Requirements**  
For Students entering DURING or AFTER Fall 2011

**HUMANITIES AND THE ARTS:**  
ISLM 101/CRST 152  
1 Additional course from the following departments:  
(at least one not in Religious Studies)  
*English, Urdu, History, Religious Studies, Philosophy, Mass Communication (Foreign Languages, Art, Music, Drama)*

**WRITTEN AND ORAL COMMUNICATIONS:**  
MCOM 100  
URDU 101 (If exempted, one additional course from humanities)  
ENGL 101 (If exempted, one additional course from humanities)  
ENGL 103

**SOCIAL AND BEHAVIOURAL SCIENCES:**  
PKST 101  
2 Additional courses from the following departments:  
*Economics, Education, Geography, Pakistan Studies, Political Science, Psychology and Sociology.*

**SCIENCE AND MATHEMATICS**  
2 courses from biology, chemistry or physics departments (Two different Depts.)  
1 course from Computer Science/IT (normally CSCS 100)  
1 course from Mathematics (MATH 100 or other depending on placement)  
1 additional course from any of the following departments OR a course in logic  
*Biology, Chemistry, and Physics (Must be a 4 credit course including a lab)*  
*Mathematics, Computer Science/Information Technology, Statistics*

**UNIVERSITY EDUCATION:**  
UNIV 100  
All general education courses should be completed by the end of the Sophomore year.

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**General Education Requirements**  
For Students entering BEFORE Fall 2011

**HUMANITIES AND THE ARTS:**  
ISLM 101/CRST 152  
2 Additional courses from the following departments:  
(at least one not in Religious Studies)  
*English, Urdu, History, Religious Studies, Philosophy, Mass Communication*

**WRITTEN AND ORAL COMMUNICATIONS:**  
MCOM 100  
URDU 101 (If exempted, one additional course from humanities)  
ENGL 101 (If exempted, one additional course from humanities)  
ENGL 103

**SOCIAL AND BEHAVIOURAL SCIENCES:**  
PKST 101  
2 Additional courses from the following departments:  
*Economics, Education, Geography, Pakistan Studies, Political Science, Psychology and Sociology.*

**PHYSICAL AND NATURAL SCIENCES:**  
*Must be a 4 credit course including a lab*  
1 course from the Biology department  
1 course from either the Physics or the Chemistry department  
1 additional course from the following departments:  
*Biology, Chemistry, and Physics*

**MATHEMATICS AND IT:**  
1 course from computer science/IT (normally CSCS 100)  
2 additional courses from the from the following departments:  
(at least one not in COMP or IT)  
*Mathematics, computer science/information technology, statistics*

All general education courses should be completed by the end of the Sophomore year.

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# Course Road Map for Baccalaureate Honors Students

<table>
<thead>
<tr>
<th>Freshman (1st) Year</th>
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<tbody>
<tr>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>University 100</td>
<td>English 103 or other</td>
</tr>
<tr>
<td>English 101/103</td>
<td>3 General education courses</td>
</tr>
<tr>
<td>2 General education courses</td>
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</tr>
<tr>
<td>Major/Elective</td>
<td>Major/Elective</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Sophomore (2nd) Year*</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>3 General education courses</td>
<td>2 General education courses</td>
</tr>
<tr>
<td>2-3 Major/Elective courses</td>
<td>3-4 Major/Elective courses</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Junior (3rd) Year*</th>
<th></th>
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</thead>
<tbody>
<tr>
<td>5</td>
<td>6</td>
</tr>
<tr>
<td>General education course</td>
<td>General education course</td>
</tr>
<tr>
<td>4-5 Major/Elective courses</td>
<td>4-5 Major/Elective courses</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Senior (4th) Year*</th>
<th></th>
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</thead>
<tbody>
<tr>
<td>7</td>
<td>8</td>
</tr>
<tr>
<td>5-6 Major/Elective courses</td>
<td>5-6 Major/Elective courses</td>
</tr>
</tbody>
</table>

*students may need to take courses during summer semesters in order to reach 130 credits

**Must be taken during Freshman year**
- UNIV 100
- ISLM 101/CRST 152
- *ENGL 101 (greater than 110 on ACCUPLACER are exempt and choose another course from humanities)*
- *ENGL 103*
- *MATH 100 (<75 on ACCUPLACER) or another MATH course (≥ 75 on ACCUPLACER)*
- *CSCS 100 (BCS/BIT students must take workshop instead)*
- *URDU 101 (non-native speakers may be exempt on a case-by-case basis and choose another humanities course)*
- *MCOM 100*

* These courses are taken during freshman year because they help prepare students for taking Competency Exams taken during sophomore year.

**Can be taken during Sophomore and Junior years (not senior year)**
- PKST 101
- Humanities course
- 1st Social/Behavioral Science course
- 2nd Social/Behavioral Science course (from a different department than 1st course)
- 1st Natural Science course (Biology, Chemistry, or Physics)
- 2nd Natural Science course (Biology, Chemistry, or Physics from a different department than 1st course)
- Additional Natural Science, Math, Statistics, or Logic course
### Course Road Map for Baccalaureate Honors Students

#### Needing One Semester of IEAP

<table>
<thead>
<tr>
<th>1st Year</th>
<th>2nd Year*</th>
<th>3rd Year*</th>
<th>4th Year*</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>IEAP</strong> (0 Credits)</td>
<td>University 100</td>
<td>English 101/103</td>
<td>2 General Education courses</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Major/Elective course</td>
</tr>
<tr>
<td>1st Summer</td>
<td>General education/Major/Elective course</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>2nd Summer</td>
<td>General education/Major/Elective course</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3rd Summer</td>
<td>General education/Major/Elective course</td>
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</tr>
<tr>
<td>4th Summer</td>
<td>General education/Major/Elective course</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*students may need to take courses during summer semesters in order to reach 130 credits

**Must be taken during freshman year**
- UNIV 100
- ISLM 101/CRST 152
- *ENGL 101* (greater than 110 on ACCUPLACER are exempt and choose another course from humanities)
- *ENGL 103*
- *MATH 100* (<75 on ACCUPLACER) or another MATH course (≥ 75 on ACCUPLACER)
- *CSCS 100* (BCS/BIT students must take workshop instead)
- *URDU 101* (non-native speakers may be exempt on a case-by-case basis and choose another humanities course)
- *MCOM 100*

* These courses are taken during freshman year because they help prepare students for taking Competency Exams taken during sophomore year.

**Can be taken during sophomore and junior years (not senior year)**
- PKST 101
- Humanities course
  - 1st Social/Behavioral Science course
  - 2nd Social/Behavioral Science course (from a different department than 1st course)
  - 1st Natural Science course (Biology, Chemistry, or Physics)
  - 2nd Natural Science course (Biology, Chemistry, or Physics from a different department than 1st course)
- Additional Natural Science, Math, Statistics, or Logic course
# Course Road Map for Baccalaureate Honors Students

## Needing Two Semesters of IEAP

<table>
<thead>
<tr>
<th>1st Year</th>
<th>2nd Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>IEAP (0 credits)</td>
<td>IEAP (0 credits)</td>
</tr>
</tbody>
</table>

### Freshman (2nd) Year

<table>
<thead>
<tr>
<th>3</th>
<th>4</th>
</tr>
</thead>
<tbody>
<tr>
<td>University 100</td>
<td>English 103 or other</td>
</tr>
<tr>
<td>English 101/103</td>
<td>3 General education courses</td>
</tr>
<tr>
<td>2 General education courses</td>
<td></td>
</tr>
<tr>
<td>Major/Elective</td>
<td>Major/Elective</td>
</tr>
</tbody>
</table>

### Sophomore (3rd) Year*

<table>
<thead>
<tr>
<th>5</th>
<th>6</th>
</tr>
</thead>
<tbody>
<tr>
<td>3 General education courses</td>
<td>2 General education courses</td>
</tr>
<tr>
<td>2-3 Major/Elective courses</td>
<td>3-4 Major/Elective courses</td>
</tr>
</tbody>
</table>

### Junior (4th) Year*

<table>
<thead>
<tr>
<th>7</th>
<th>8</th>
</tr>
</thead>
<tbody>
<tr>
<td>General education course</td>
<td>General education course</td>
</tr>
<tr>
<td>4-5 Major/Elective courses</td>
<td>4-5 Major/Elective courses</td>
</tr>
</tbody>
</table>

### Senior (5th) Year*

<table>
<thead>
<tr>
<th>9</th>
<th>10</th>
</tr>
</thead>
<tbody>
<tr>
<td>5-6 Major/Elective courses</td>
<td>5-6 Major/Elective courses</td>
</tr>
</tbody>
</table>

* students may need to take courses during summer semesters in order to reach 130 credits

### Must be taken during freshman year

- UNIV 100
- ISLM 101/CRST 152
- *ENGL 101 (greater than 110 on ACCUPLACER are exempt and choose another course from humanities)
- *ENGL 103
- *MATH 100 (<75 on ACCUPLACER) or another MATH course (≥ 75 on ACCUPLACER)
- *CSCS 100 (BCS/BIT students must take workshop instead)
- *URDU 101 (non-native speakers may be exempt on a case-by-case basis and choose another humanities course)
- *MCOM 100

* These courses are taken during freshman and sophomore years because they help prepare students for taking Competency Exams at the end of the sophomore year.

### Can be taken during junior and senior years

- PKST 101
- Humanities course
- 1st Social/Behavioral Science course
- 2nd Social/Behavioral Science course (from a different department than 1st course)
- 1st Natural Science course (Biology, Chemistry, or Physics)
- 2nd Natural Science course (Biology, Chemistry, or Physics from a different department than 1st course)
- Additional Natural Science, Math, Statistics, or Logic course
Course Road Map for Baccalaureate Honors Students

Needing Three Semesters of IEAP

<table>
<thead>
<tr>
<th>1st Year</th>
<th>2</th>
</tr>
</thead>
<tbody>
<tr>
<td>IEAP (0 credits)</td>
<td>IEAP (0 credits)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>1st Summer</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>IEAP (0 credits)</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Freshman (2nd) Year</th>
<th>3</th>
<th>4</th>
</tr>
</thead>
<tbody>
<tr>
<td>University 100</td>
<td>English 103 or other</td>
<td></td>
</tr>
<tr>
<td>English 101/103</td>
<td>3 General education courses</td>
<td></td>
</tr>
<tr>
<td>2 General education courses</td>
<td>Major/Elective</td>
<td></td>
</tr>
<tr>
<td>Major/Elective</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Sophomore (3rd) Year*</th>
<th>5</th>
<th>6</th>
</tr>
</thead>
<tbody>
<tr>
<td>3 General education courses</td>
<td>2 General education courses</td>
<td></td>
</tr>
<tr>
<td>2-3 Major/Elective courses</td>
<td>3-4 Major/Elective courses</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Junior (4th) Year*</th>
<th>7</th>
<th>8</th>
</tr>
</thead>
<tbody>
<tr>
<td>General education course</td>
<td>General education course</td>
<td></td>
</tr>
<tr>
<td>4-5 Major/Elective courses</td>
<td>4-5 Major/Elective courses</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Senior (5th) Year*</th>
<th>9</th>
<th>10</th>
</tr>
</thead>
<tbody>
<tr>
<td>5-6 Major/Elective courses</td>
<td>5-6 Major/Elective courses</td>
<td></td>
</tr>
</tbody>
</table>

*students may need to take courses during summer semesters in order to reach 130 credits

Must be taken during freshman year
UNIV 100
ISLM 101/CRST 152
*ENGL 101 (greater than 110 on ACCUPLACER are exempt and choose another course from humanities)
*ENGL 103
*MATH 100 (<75 on ACCUPLACER) or another MATH course (≥ 75 on ACCUPLACER)
*CSCS 100 (BCS/BIT students must take workshop instead)
*URDU 101 (non-native speakers may be exempt on a case-by-case basis and choose another humanities course)
*MCOM 100

* These courses are taken during freshman and sophomore years because they help prepare students for taking Competency Exams at the end of the sophomore year.

Can be taken during junior and senior years
PKST 101
Humanities course
1st Social/Behavioral Science course
2nd Social/Behavioral Science course (from a different department than 1st course)
1st Natural Science course (Biology, Chemistry, or Physics)
2nd Natural Science course (Biology, Chemistry, or Physics from a different department than 1st course)
Additional Natural Science, Math, Statistics, or Logic course
## Course Road Map for Baccalaureate Honors Students
### Starting Spring Semester

<table>
<thead>
<tr>
<th>1st Year</th>
<th>2nd Year*</th>
<th>3rd Year*</th>
<th>4th Year*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Up to 30 credits = Freshman</td>
<td>University 100</td>
<td>2 General Education courses</td>
<td>5-6 Major/Elective courses</td>
</tr>
<tr>
<td>31 to 60 credits = Sophomore</td>
<td>English 101/103</td>
<td>2-3 Major/Elective courses</td>
<td>5-6 Major/Elective courses</td>
</tr>
<tr>
<td>61 to 90 credits = Junior</td>
<td>2 General Education courses</td>
<td>3-4 Major/Elective courses</td>
<td></td>
</tr>
<tr>
<td>90+ credits = Senior</td>
<td>Major/Elective course</td>
<td>General education/Major/Elective course</td>
<td></td>
</tr>
<tr>
<td><strong>1st Summer</strong></td>
<td>General education/Major/Elective course</td>
<td>General education/Major/Elective course</td>
<td>General education/Major/Elective course</td>
</tr>
<tr>
<td>2nd Summer</td>
<td>2 General Education courses</td>
<td>2 General Education courses</td>
<td>5-6 Major/Elective courses</td>
</tr>
<tr>
<td>3rd Summer</td>
<td>3-4 Major/Elective courses</td>
<td>3-4 Major/Elective courses</td>
<td></td>
</tr>
<tr>
<td>4th Summer</td>
<td>General education/Major/Elective course</td>
<td>General education/Major/Elective course</td>
<td></td>
</tr>
</tbody>
</table>

*Must be taken during freshman year*

- UNIV 100
- ISLM 101/CRST 152
- *ENGL 101* (greater than 110 on ACCUPLACER are exempt and choose another course from humanities)
- *ENGL 103*
- *MATH 100* (<75 on ACCUPLACER) or another MATH course (≥ 75 on ACCUPLACER)
- *CSCS 100* (BCS/BIT students must take workshop instead)
- *URDU 101* (non-native speakers may be exempt on a case-by-case basis and choose another humanities course)
- *MCOM 100*

* Must be taken during sophomore and junior years, but not senior year

- PKST 101
- Humanities course
  - 1st Social/Behavioral Science course
  - 2nd Social/Behavioral Science course (from a different department than 1st course)
  - 1st Natural Science course (Biology, Chemistry, or Physics)
  - 2nd Natural Science course (Biology, Chemistry, or Physics from a different department than 1st course)
  - Additional Natural Science, Math, Statistics, or Logic course

* students may need to take courses during summer semesters in order to reach 130 credits
# Course Road Map for BSc Business Students

<table>
<thead>
<tr>
<th>Freshman (1st) Year</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>University 100</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>English 103 or other</td>
<td></td>
<td></td>
</tr>
<tr>
<td>English 101/103</td>
<td>2</td>
<td>General education courses</td>
</tr>
<tr>
<td>General education course</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BUSN 101</td>
<td>BUSN 121</td>
<td></td>
</tr>
<tr>
<td>BUSN 170</td>
<td>BUSN 160</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Sophomore (2nd) Year*</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>2 General education courses</td>
<td>2</td>
<td>General education courses</td>
</tr>
<tr>
<td>BUSN 201</td>
<td>BUSN 225</td>
<td></td>
</tr>
<tr>
<td>BUSN 206</td>
<td>BUSN 230</td>
<td></td>
</tr>
<tr>
<td>BUSN 280</td>
<td>BUSN 250</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Junior (3rd) Year*</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>2 General education courses</td>
<td>2</td>
<td>General education courses</td>
</tr>
<tr>
<td>BUSN 321</td>
<td>BUSN 370</td>
<td></td>
</tr>
<tr>
<td>BUSN 360</td>
<td>BUSN 305/BUSN 361/BUSN 382</td>
<td></td>
</tr>
<tr>
<td>BUSN 301/BUSN 364/BUSN 380</td>
<td>BUSN 322/BUSN 368/BUSN 385</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Summer Semester</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>BUSN 390</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Senior (4th) Year*</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1 General education course</td>
<td>2</td>
<td>electives</td>
</tr>
<tr>
<td>BUSN 460</td>
<td>BUSN 490</td>
<td></td>
</tr>
<tr>
<td>BUSN 401/BUSN 461/BUSN 480</td>
<td>BUSN 498</td>
<td></td>
</tr>
<tr>
<td>BUSN 404/BUSN 464/BUSN 484</td>
<td>BUSN 410/BUSN 469/BUSN 485</td>
<td></td>
</tr>
<tr>
<td>elective</td>
<td>elective</td>
<td></td>
</tr>
</tbody>
</table>

*Students may need to take courses during summer semesters in order to reach 130 credits

**Must be taken during first three semesters**
- UNIV 100
- ISLM 101/CRST 152
- MCOM 100
- *CSCS 100
- ENGL 101 (greater than 110 on ACCUPLACER are exempt and choose another course from humanities)
- URSU 101 (non-native speakers may be exempt on a case-by-case basis and choose another humanities course)
- ENGL 103
- MATH 100 (<75 on ACCUPLACER) or another MATH course (º 75 on ACCUPLACER)

* These courses are taken early to help prepare students for Competency Exams

**Should be taken before final semester**
- PKST 101
- Humanities course
  - 2 Social/Behavioral Science courses (from 2 different departments)
  - 2 Natural Science courses: Biology, Chemistry, or Physics (from 2 different departments)
  - Additional Natural Science, Math, Statistics, or Logic course
# Course Road Map for BCS/BIT Students

<table>
<thead>
<tr>
<th>Freshman (1st) Year</th>
<th>1</th>
<th>2</th>
</tr>
</thead>
<tbody>
<tr>
<td>University 100</td>
<td></td>
<td></td>
</tr>
<tr>
<td>English 101/103</td>
<td></td>
<td></td>
</tr>
<tr>
<td>General education course</td>
<td></td>
<td>General education course</td>
</tr>
<tr>
<td>COMP 102</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MATH 101 (or other math)/COMP-113</td>
<td></td>
<td>COMP 113</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Sophomore (2nd) Year*</th>
<th>3</th>
<th>4</th>
</tr>
</thead>
<tbody>
<tr>
<td>3 General education courses</td>
<td>3 General education courses</td>
<td></td>
</tr>
<tr>
<td>COMP 206/COMP 220</td>
<td></td>
<td>COMP 206/COMP 220</td>
</tr>
<tr>
<td>COMP 200</td>
<td></td>
<td>COMP 213</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Junior (3rd) Year*</th>
<th>5</th>
<th>6</th>
</tr>
</thead>
<tbody>
<tr>
<td>General education course</td>
<td>General education course</td>
<td></td>
</tr>
<tr>
<td>COMP 301</td>
<td></td>
<td>COMP 311</td>
</tr>
<tr>
<td>COMP 303/COMP 350</td>
<td>COMP 303/COMP 350</td>
<td></td>
</tr>
<tr>
<td>CSICS 302/CSIT 313/CSSE 313</td>
<td>CSICS 350/CSIT 450/CSSE 400</td>
<td></td>
</tr>
<tr>
<td>CSICS 323/CSIT 421/CSSE 351</td>
<td>Major Elective course</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Senior (4th) Year*</th>
<th>7</th>
<th>8</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMP 400A</td>
<td>COMP 400B</td>
<td></td>
</tr>
<tr>
<td>COMP 401 (1 credit)</td>
<td>Major Elective Course</td>
<td></td>
</tr>
<tr>
<td>Major Elective Course</td>
<td>COMP 340/440/461/462/463/464</td>
<td></td>
</tr>
<tr>
<td>COMP 340/440/461/462/463/464</td>
<td>Elective</td>
<td></td>
</tr>
<tr>
<td>2 Electives</td>
<td>Elective</td>
<td></td>
</tr>
</tbody>
</table>

* students may need to take courses during summer semesters in order to reach 130 credits

**Must be taken during first three semesters**
“0s and 1s of Computing” workshop must be taken at the beginning of the 1st semester by all BCS/BIT students

UNIV 100
* MCOM 100
* ENGL 101 (greater than 110 on ACCUPLACER are exempt and choose another course from humanities)
* URDU 101 (non-native speakers may be exempt on a case-by-case basis and choose another humanities course)
* ENGL 103
* MATH 100 (<75 on ACCUPLACER) or another MATH course (≥ 75 on ACCUPLACER)

* These courses are taken early to help prepare students for Competency Exams

**Should be taken before final semester**
PKST 101
Humanities course
2 Social/Behavioral Science courses (from 2 different departments)
2 Natural Science courses: Biology, Chemistry, or Physics (from 2 different departments)
Additional Natural Science, Math, Statistics, or Logic course
# Course Roadmaps for BSc Biotechnology Student

<table>
<thead>
<tr>
<th></th>
<th>Freshman (1st) Year</th>
<th>Sophomore (2nd) Year*</th>
<th>Junior (3rd) Year*</th>
<th>Senior (4th) Year*</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1</strong></td>
<td>University 100</td>
<td>3 General education courses</td>
<td>3 General education course</td>
<td>5-6 Major/Elective courses</td>
</tr>
<tr>
<td></td>
<td>English 103 or other</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>2</strong></td>
<td>English 101/103</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>2 General education courses</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Major/Elective</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Sophomore (2nd) Year***

<table>
<thead>
<tr>
<th><strong>3</strong></th>
<th>2 General education courses</th>
<th>2 General education courses</th>
<th>3-4 Major/Elective courses</th>
<th>4-5 Major/Elective courses</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>2-3 Major/Elective courses</td>
<td>3-4 Major/Elective courses</td>
<td>4-5 Major/Elective courses</td>
<td>5-6 Major/Elective courses</td>
</tr>
</tbody>
</table>

**Junior (3rd) Year**

<table>
<thead>
<tr>
<th><strong>5</strong></th>
<th>General education course</th>
<th>General education course</th>
<th>4-5 Major/Elective courses</th>
<th>5-6 Major/Elective courses</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>4-5 Major/Elective courses</td>
<td>3-4 Major/Elective courses</td>
<td>4-5 Major/Elective courses</td>
<td>5-6 Major/Elective courses</td>
</tr>
</tbody>
</table>

**Senior (4th) Year**

<table>
<thead>
<tr>
<th><strong>7</strong></th>
<th>5-6 Major/Elective courses</th>
<th>5-6 Major/Elective courses</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*students may need to take courses during summer semesters in order to reach 130 credits

**Must be taken during first three semesters**
- UNIV 100
- MCOM 100
- *MATH 100 (<75 on ACCUPLACER) or another MATH course (≥ 75 on ACCUPLACER)
- ISLM 101/CRST 152
- *CSCS 100
- *ENGL 101 (greater than 110 on ACCUPLACER are exempt and choose another course from humanities)
- *URDU 101 (non-native speakers may be exempt on a case-by-case basis and choose another humanities course)
- *ENGL 103
- *MATH 100 (<75 on ACCUPLACER) or another MATH course (≥ 75 on ACCUPLACER)

* These courses are taken early to help prepare students for Competency Exams

**Should be taken before final semester**
- PKST 101
- Humanities course
- 2 Social/Behavioral Science courses (from 2 different departments)
- 2 Natural Science courses: Biology, Chemistry, or Physics (from 2 different departments)
- Additional Natural Science, Math, Statistics, or Logic course
**Resources on Campus**

<table>
<thead>
<tr>
<th>Office</th>
<th>Location</th>
<th>Extension</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dean of Students Office</td>
<td>Ahmed Saeed Bldg Rm. 010</td>
<td>ext 321</td>
</tr>
<tr>
<td>Director Academic Advising</td>
<td>Ahmed Saeed Bldg Rm. 017</td>
<td>ext 404</td>
</tr>
<tr>
<td>Director of Student Affairs</td>
<td>Ahmed Saeed Bldg Rm. 012</td>
<td>ext 355</td>
</tr>
<tr>
<td>Counselor</td>
<td>Mercy Health Center</td>
<td>ext</td>
</tr>
<tr>
<td>Financial Aid Office</td>
<td>Ahmed Saeed Bldg Rm. 014</td>
<td>ext</td>
</tr>
<tr>
<td>Chief Proctor</td>
<td>Ahmed Saeed Bldg Rm. 024</td>
<td>ext 422</td>
</tr>
<tr>
<td>Career Services</td>
<td>Ahmed Saeed Bldg Rm. 030</td>
<td>ext 319</td>
</tr>
<tr>
<td>Internships</td>
<td>Ahmed Saeed Bldg Rm. 030</td>
<td>ext 319</td>
</tr>
</tbody>
</table>

- For other offices, consult the website or dial 0 for information desk.

**Academic Policies and Procedures**

- Attendance Policy
- Academic Dismissal and Reentry
- Academic Integrity
- Academic Due Process and Grievance procedure
- Academic Probation
- Drop Add and withdraw
- Course load policy
- Withdrawal Policy
- Major and change of major

Please refer to the website ([www.fccollege.edu.pk](http://www.fccollege.edu.pk)) or the student handbook pages 22 – 32.

Updated Academic Calendar, faculty lists and policy information can be found on the website.

**Supportive Materials:**

For following supportive materials please visit the given web link:

- Streamline of Academic and Career Plan,
- Shared Commitment,
- General Education Plan,
- Tentative 8 Semester Plan, and
- Counseling Records etc

Calculating Your GPA
(Grade Point Average)

Current Academic Standing

1. List below all courses in which a grade has been received.
2. Use the table below to calculate you cumulative GPA.
   
<table>
<thead>
<tr>
<th>Grade Received</th>
<th>Point Value</th>
<th>Credit Hours</th>
<th>Course Point Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>C</td>
<td>2.0</td>
<td>3.0</td>
<td>6.0</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Department</th>
<th>Course Number</th>
<th>Grade Received</th>
<th>Point Value</th>
<th>Credit Hours</th>
<th>Course Point Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>CSCS</td>
<td>100</td>
<td>A</td>
<td>4.0</td>
<td>3.0</td>
<td>12.0</td>
</tr>
<tr>
<td>BIOL</td>
<td>102</td>
<td>B-</td>
<td>2.7</td>
<td>4.0</td>
<td>10.8</td>
</tr>
<tr>
<td>ENGL</td>
<td>101</td>
<td>C+</td>
<td>2.3</td>
<td>3.0</td>
<td>6.9</td>
</tr>
<tr>
<td>PKST</td>
<td>101</td>
<td>B+</td>
<td>3.3</td>
<td>3.0</td>
<td>9.9</td>
</tr>
<tr>
<td>URDU</td>
<td>101</td>
<td>A-</td>
<td>3.7</td>
<td>3.0</td>
<td>11.1</td>
</tr>
</tbody>
</table>

**TOTAL**

16.0  50.7

**Total Course Point Values / Total Credit Hours = Cumulative GPA**

50.7  16.0  3.17

For further information or clarification, you may contact under singed:

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