MSHP Student Handbook
2015-2016

292 Meeting Street
(843) 937-9596
ACCOUNT INFORMATION

*Please refer to this page throughout the school year.*

NAME: ____________________________________________

CLEMSON UNIVERSITY ID # __________________________

CLEMSON UNIVERSITY USERNAME _______________________

COLLEGE OF CHARLESTON ID # __________________________

COLLEGE OF CHARLESTON USERNAME ____________________

Additional Notes:
2015-16
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HYBRID ACADEMIC CALENDAR for MSHP Students
Fall Semester 2015

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
<th>Institution</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuesday, August 25, 2015</td>
<td>Fall 2015 Classes begin</td>
<td>College of Charleston</td>
</tr>
<tr>
<td>Monday, August 31, 2015</td>
<td>Fall 2015 Drop/Add Deadline</td>
<td>College of Charleston</td>
</tr>
<tr>
<td>Tuesday, August 25, 2015</td>
<td>Last day to register or add a class</td>
<td>Clemson University</td>
</tr>
<tr>
<td>Tuesday, September 1, 2015</td>
<td>Last day to drop a class without a W</td>
<td>Clemson University</td>
</tr>
<tr>
<td>Monday, October 19, 2015</td>
<td>FALL BREAK (*SD makeup)</td>
<td>CofC/Clemson</td>
</tr>
<tr>
<td>Tuesday, October 20, 2015</td>
<td>FALL BREAK/Election Day (*SD makeup)</td>
<td>CofC/Clemson</td>
</tr>
<tr>
<td>Friday, October 23, 2015</td>
<td>Midterm grades available online</td>
<td>College of Charleston</td>
</tr>
<tr>
<td>Monday, November 2, 2015</td>
<td>Registration for Spring Begins</td>
<td>Clemson University</td>
</tr>
<tr>
<td>Wednesday, November 25, 2015</td>
<td>Thanksgiving Holiday-no classes</td>
<td>CofC/Clemson</td>
</tr>
<tr>
<td>Thursday, November 26, 2015</td>
<td>Thanksgiving Holiday-campus closed</td>
<td>CofC/Clemson</td>
</tr>
<tr>
<td>Friday, November 27, 2015</td>
<td>Thanksgiving Holiday-campus closed</td>
<td>CofC/Clemson</td>
</tr>
<tr>
<td>Monday, December 7, 2015</td>
<td>Last day of classes</td>
<td>College of Charleston</td>
</tr>
<tr>
<td>Tuesday, December 8, 2015</td>
<td>Reading Day (*SD makeup)</td>
<td>College of Charleston</td>
</tr>
<tr>
<td>Friday, December 18, 2015</td>
<td>Final grades available online</td>
<td>College of Charleston</td>
</tr>
<tr>
<td>Thursday, December 17, 2015</td>
<td>Fall 2015 December Commencement</td>
<td>Clemson University</td>
</tr>
<tr>
<td>Saturday, December 19, 2015</td>
<td>Fall 2015 December Commencement</td>
<td>College of Charleston</td>
</tr>
</tbody>
</table>

*For Clemson and CofC’s full academic calendars, visit [www.cofc.edu/registrar](http://www.cofc.edu/registrar) and [www.registrar.clemson.edu](http://www.registrar.clemson.edu)*
# Hybrid Academic Calendar for MSHP Students

## Spring Semester 2016

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
<th>Institution</th>
</tr>
</thead>
<tbody>
<tr>
<td>Thursday, January 7, 2016</td>
<td>Spring Classes Begin</td>
<td>College of Charleston</td>
</tr>
<tr>
<td>Tuesday, January 12, 2016</td>
<td>Last day to register or add a class</td>
<td>Clemson University</td>
</tr>
<tr>
<td>Monday, January 18, 2016</td>
<td>MLK Day Observed (offices closed)</td>
<td>CofC/Clemson</td>
</tr>
<tr>
<td>Wednesday, January 20, 2016</td>
<td>Last day to drop a class without a W</td>
<td>Clemson University</td>
</tr>
<tr>
<td>Wednesday, January 27, 2016</td>
<td>Apply to Graduate Deadline</td>
<td>Clemson University</td>
</tr>
<tr>
<td>Monday, February 1, 2016</td>
<td>Graduation Application Deadline</td>
<td>College of Charleston</td>
</tr>
<tr>
<td>Monday, March 7, 2016</td>
<td>Spring Break Begins</td>
<td>College of Charleston</td>
</tr>
<tr>
<td>Monday, March 14, 2016</td>
<td>Classes Resume</td>
<td>College of Charleston</td>
</tr>
<tr>
<td>Monday, March 14, 2016</td>
<td>Midterm grades available online</td>
<td>College of Charleston</td>
</tr>
<tr>
<td>Monday, March 28, 2016</td>
<td>Registration for Fall Begins</td>
<td>Clemson University</td>
</tr>
<tr>
<td>TBD</td>
<td>Regalia Deadline</td>
<td>College of Charleston</td>
</tr>
<tr>
<td>Thursday, April 21, 2016</td>
<td>Last day of classes</td>
<td>College of Charleston</td>
</tr>
<tr>
<td>Friday, April 22, 2016</td>
<td>Reading Day (*SD makeup)</td>
<td>College of Charleston</td>
</tr>
<tr>
<td>Tuesday, May 3, 2016</td>
<td>Grades available online</td>
<td>College of Charleston</td>
</tr>
<tr>
<td>Thursday, May 7, 2016</td>
<td>Final grades available online</td>
<td>Clemson University</td>
</tr>
<tr>
<td>Friday, May 8, 2016</td>
<td>Commencement Ceremony</td>
<td>Clemson University</td>
</tr>
<tr>
<td>Friday, May 6, 2016</td>
<td>Graduate Commencement Ceremony</td>
<td>College of Charleston</td>
</tr>
</tbody>
</table>

*For Clemson and CofC's full academic calendars, visit [www.cofc.edu/registrar](http://www.cofc.edu/registrar) and [www.registrar.clemson.edu](http://www.registrar.clemson.edu)*
### MSHP Calendar of Events
#### Fall 2015

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Event</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 15  S</td>
<td></td>
<td>Radcliffe House Move-in day. Rent is due</td>
<td>43 Radcliffe St.</td>
</tr>
<tr>
<td>August 23  Su</td>
<td>5-8 PM</td>
<td>Program Orientation</td>
<td>43 Radcliffe St.</td>
</tr>
<tr>
<td>August 24  M</td>
<td>6-8 PM</td>
<td>Program Orientation</td>
<td>43 Radcliffe St.</td>
</tr>
<tr>
<td>August 24-28 M-F</td>
<td>9AM-5PM</td>
<td>PREQUEL for all first-year students</td>
<td>292 Meeting St.</td>
</tr>
<tr>
<td>August 25  T</td>
<td></td>
<td>Classes begin for second-year students</td>
<td>292 Meeting St.</td>
</tr>
<tr>
<td>August 27  R</td>
<td>5:00 PM</td>
<td>1st Faculty Meeting</td>
<td>292 Meeting St.</td>
</tr>
<tr>
<td>August 28  F</td>
<td>3:00 PM</td>
<td>PREQUEL Pin-Up &amp; Jury</td>
<td>292 Meeting St.</td>
</tr>
<tr>
<td>August 28  F</td>
<td>5:00 PM</td>
<td>PREQUEL Finale: Faculty/Student Mixer</td>
<td>292 &amp; 296 Meeting St.</td>
</tr>
<tr>
<td>August 31  M</td>
<td>5:00 PM</td>
<td>Thesis Meeting (Faculty + Students)</td>
<td>292 Meeting St.</td>
</tr>
<tr>
<td>September 1  T</td>
<td>3:00 PM</td>
<td>IDC Visit- Mark Schara</td>
<td>292 Meeting St.</td>
</tr>
<tr>
<td>September 7  M</td>
<td>6:30 PM</td>
<td>Monday Night Series - Summer Reading</td>
<td>43 Radcliffe</td>
</tr>
<tr>
<td>September 10  R</td>
<td>7:00 PM</td>
<td>Jonathan Poston lecture</td>
<td>309 Simons Center</td>
</tr>
<tr>
<td>September 15  T</td>
<td></td>
<td>Radcliffe House rent is due</td>
<td></td>
</tr>
<tr>
<td>September 21  M</td>
<td>5:00 PM</td>
<td>Faculty Meeting</td>
<td>292 Meeting St.</td>
</tr>
<tr>
<td>September 24  R</td>
<td>7:00 PM</td>
<td>Annabel Trehem-Walker - Drones in HP lecture</td>
<td>309 Simons Center</td>
</tr>
<tr>
<td>September 25, 26, 27</td>
<td></td>
<td>HSR: Hanvey Homestead Weekend Trip</td>
<td></td>
</tr>
<tr>
<td>September 28  M</td>
<td>5:00 PM</td>
<td>Thesis Meeting (Faculty + Students)</td>
<td>292 Meeting St.</td>
</tr>
<tr>
<td>October 1-5</td>
<td></td>
<td>HOBCAW Barony lecture</td>
<td>309 Simons Center</td>
</tr>
<tr>
<td>October 5  M</td>
<td>6:30 PM</td>
<td>Monday Night Series</td>
<td>43 Radcliffe</td>
</tr>
<tr>
<td>October 8  R</td>
<td>6:00 PM</td>
<td>Drs. Doug Sanford and Dennis Pogue Lecture</td>
<td>292 Meeting St.</td>
</tr>
<tr>
<td>October 12</td>
<td></td>
<td>Faculty Meeting</td>
<td>292 Meeting St.</td>
</tr>
<tr>
<td>October 15  R</td>
<td></td>
<td>Radcliffe House rent is due</td>
<td></td>
</tr>
<tr>
<td>October 19-20</td>
<td>Mon, Tues</td>
<td>MSHP FALL BREAK</td>
<td>292 Meeting St.</td>
</tr>
<tr>
<td>October 23, 24, 25</td>
<td></td>
<td>HSR: Hanvey Homestead Weekend Trip</td>
<td></td>
</tr>
<tr>
<td>October 26  M</td>
<td>5:00 PM</td>
<td>Thesis Meeting (Faculty + Students)</td>
<td></td>
</tr>
<tr>
<td>November 1-5</td>
<td></td>
<td>APT Conference</td>
<td>Kansas City</td>
</tr>
<tr>
<td>November 2  M</td>
<td>6:30 PM</td>
<td>Monday Night Series</td>
<td>43 Radcliffe St.</td>
</tr>
<tr>
<td>November 3-6</td>
<td>Tues-Sun</td>
<td>National Trust Conference</td>
<td>Washington, D.C.</td>
</tr>
<tr>
<td>November 5  R</td>
<td>7:00 PM</td>
<td>Duncan Stroik: On Palladio lecture</td>
<td>309 Simons Center</td>
</tr>
<tr>
<td>November 13  F</td>
<td></td>
<td>MSHP Annual Fall Bus Trip</td>
<td></td>
</tr>
<tr>
<td>November 20  F</td>
<td>8:00 AM</td>
<td>First-Years to visit SC Archives with Katherine P</td>
<td>Columbia, SC</td>
</tr>
<tr>
<td>November 23  M</td>
<td>5:00 PM</td>
<td>Faculty Meeting</td>
<td>292 Meeting St.</td>
</tr>
<tr>
<td>November 25-27</td>
<td></td>
<td>THANKSGIVING BREAK</td>
<td></td>
</tr>
<tr>
<td>November 30  M</td>
<td>5:00 PM</td>
<td>Thesis Meeting (Faculty + Students)</td>
<td>292 Meeting St.</td>
</tr>
<tr>
<td>December 7  M</td>
<td></td>
<td>Last day of classes</td>
<td></td>
</tr>
<tr>
<td>December 8  T</td>
<td></td>
<td>Reading Day Observed at CofC</td>
<td></td>
</tr>
</tbody>
</table>
### Final Class Presentations/Deadlines

- **December 8-11 T-F**: Final Class Presentations/Deadlines
- **December 9 W**: Tentative: MSHP Christmas Party, Marks House
- **December 15 M**: Radcliffe House rent is due

### LOOKING AHEAD: SPRING 2016

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Event</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 7 (Thurs)</td>
<td></td>
<td>First day of classes</td>
<td></td>
</tr>
<tr>
<td>January 11 (Mon)</td>
<td>6:30 PM</td>
<td>Monday Night Series</td>
<td>43 Radcliffe</td>
</tr>
<tr>
<td>January 18 (Mon)</td>
<td></td>
<td>MLK DAY- NO CLASSES, Office Closed</td>
<td>292 Meeting</td>
</tr>
<tr>
<td>January 19 (Tues)</td>
<td>5:00PM</td>
<td>Make-up Faculty Meeting</td>
<td>292 Meeting</td>
</tr>
<tr>
<td>January 25 (Mon)</td>
<td>5:00PM</td>
<td>Thesis Meeting</td>
<td>292 Meeting</td>
</tr>
<tr>
<td>February 1 (Mon)</td>
<td>6:30 PM</td>
<td>Monday Night Series</td>
<td>292 Meeting</td>
</tr>
<tr>
<td>February 22 (Mon)</td>
<td>5:00PM</td>
<td>Faculty Meeting</td>
<td>292 Meeting</td>
</tr>
<tr>
<td>February 29 (Mon)</td>
<td>5:00PM</td>
<td>(Tentative) Thesis Meeting</td>
<td>292 Meeting</td>
</tr>
<tr>
<td>March 7-11</td>
<td></td>
<td>SPRING BREAK</td>
<td></td>
</tr>
<tr>
<td>March 14 (Mon)</td>
<td>6:30 PM</td>
<td>Monday Night Series</td>
<td>43 Radcliffe</td>
</tr>
<tr>
<td>March 21 (Mon)</td>
<td>5:00 PM</td>
<td>Thesis Deadline</td>
<td>292 Meeting</td>
</tr>
<tr>
<td>March 21 (Mon)</td>
<td>5:00PM</td>
<td>Faculty Meeting</td>
<td>292 Meeting</td>
</tr>
<tr>
<td>April 4-8</td>
<td></td>
<td>Thesis Defense Week</td>
<td></td>
</tr>
<tr>
<td>April 4 (Mon)</td>
<td>6:30 PM</td>
<td>Monday Night Series</td>
<td>43 Radcliffe</td>
</tr>
<tr>
<td>April 18 (Mon)</td>
<td>5:00 PM</td>
<td>Faculty Meeting</td>
<td>292 Meeting</td>
</tr>
<tr>
<td>April 29 (Fri)</td>
<td></td>
<td>Last day of classes</td>
<td></td>
</tr>
<tr>
<td>May 6 (Fri)</td>
<td>5:30 PM</td>
<td>Graduation and Reception</td>
<td>Cistern, 12 Bull Street</td>
</tr>
</tbody>
</table>
Clemson University Useful Numbers

Bursar’s Office 864-656-2321 Making tuition payments

Computer Help Desk 864-656-3494 Problems logging in with UserID and password, etc.

Enrolled Student Services
Last Name A-L: Eartha White 864-656-5339 Forms (GS2, GS4, etc.) are sent to this office. They are also responsible for clearing students for graduation.

Last Name M-Z: Shannon Coker 864-656-5341

Financial Aid 864-656-2280 Financial Aid questions, Loans, FAFSA, etc.

Graduate Admissions
Last Name A-K: Jan McCracken 864-656-4185
Last Name L-Z: Jennifer Gooch 864-656-6824

Graduate School 864-656-4172
www.grad.clemson.edu Graduation Deadlines, Registration information, CU policies and procedures.

Manuscript Review Office 864-656-5338 Guidelines for Preparing Thesis
manuscriptreview-l@clemson.edu

Red Fern Health Center 864-656-2233 Immunization Records
864-656-3561 Student Health Insurance

Registration Services 864-656-2305 Problems registering
### College of Charleston Useful Numbers

<table>
<thead>
<tr>
<th>Service</th>
<th>Phone</th>
<th>Website</th>
</tr>
</thead>
<tbody>
<tr>
<td>Addlestone Library Resource Desk</td>
<td>843-953-8000</td>
<td><a href="http://www.cofc.edu/library">www.cofc.edu/library</a></td>
</tr>
<tr>
<td>Avery Research Center</td>
<td>843-953-7612</td>
<td>125 Bull St.</td>
</tr>
<tr>
<td></td>
<td></td>
<td><a href="mailto:smallso@cofc.edu">smallso@cofc.edu</a></td>
</tr>
<tr>
<td><strong>Computer Help Desk</strong></td>
<td>843-953-3375</td>
<td>Addlestone Library, 205 Calhoun St.</td>
</tr>
<tr>
<td>[MyCharleston HELP]</td>
<td></td>
<td><a href="mailto:helpdesk@cofc.edu">helpdesk@cofc.edu</a></td>
</tr>
<tr>
<td>Cougar Card Office</td>
<td>843-953-1100</td>
<td>162 Calhoun St.</td>
</tr>
<tr>
<td></td>
<td></td>
<td><a href="mailto:cougarcard@cofc.edu">cougarcard@cofc.edu</a></td>
</tr>
<tr>
<td>Graduate School</td>
<td>843-953-5614</td>
<td>Randolph Hall, 66 George St.</td>
</tr>
<tr>
<td></td>
<td></td>
<td><a href="mailto:gradsch@cofc.edu">gradsch@cofc.edu</a></td>
</tr>
<tr>
<td>Historic Pres. &amp; Community Planning Undergraduate Program</td>
<td>843-953-3888</td>
<td>12 Bull St.</td>
</tr>
<tr>
<td></td>
<td></td>
<td><a href="mailto:millerdj@cofc.edu">millerdj@cofc.edu</a></td>
</tr>
<tr>
<td>Registrar’s Office</td>
<td>843-953-5668</td>
<td>160 Calhoun St., Suite 281</td>
</tr>
<tr>
<td></td>
<td></td>
<td><a href="mailto:registrar@cofc.edu">registrar@cofc.edu</a></td>
</tr>
<tr>
<td>Special Collections</td>
<td>843-953-8016</td>
<td></td>
</tr>
<tr>
<td>Stern Student Center</td>
<td>843-953-8113</td>
<td>71 George St.</td>
</tr>
<tr>
<td>Student Health Services</td>
<td>843-953-5520</td>
<td>181 Calhoun St.</td>
</tr>
</tbody>
</table>

### Common Research & Printing Destinations:

<table>
<thead>
<tr>
<th>Service</th>
<th>Phone</th>
<th>Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>A&amp;E Digital Printing</td>
<td>843-853-5066</td>
<td>517 King Street</td>
</tr>
<tr>
<td>CCPL SC Room</td>
<td>843-805-6956</td>
<td>69 Calhoun St.</td>
</tr>
<tr>
<td>Charleston Library Society</td>
<td>843-723-9912</td>
<td>164 King Street</td>
</tr>
<tr>
<td>Duncan Parnell Printing</td>
<td>843-722-2898</td>
<td>8 Beaufain St.</td>
</tr>
<tr>
<td>HCF Archives</td>
<td>843-724-8490</td>
<td>40 East Bay St.</td>
</tr>
<tr>
<td>Kinko’s</td>
<td>843-723-5130</td>
<td>73 Saint Philip St.</td>
</tr>
<tr>
<td>RMC</td>
<td>843-958-4800</td>
<td>101 Meeting Street</td>
</tr>
<tr>
<td>Sas-E Ink Printing</td>
<td>843-577-2774</td>
<td>219 Calhoun St.</td>
</tr>
<tr>
<td>SC Historical Society</td>
<td>843-723-3225</td>
<td>100 Meeting Street</td>
</tr>
</tbody>
</table>
CofC Student Privileges

**COUGAR CARD SERVICES:** Connect to campus life at the College of Charleston by using your Cougar Card for events, facilities, and services. The Cougar Card is the official College of Charleston identification card. It is issued to all members of the campus community.

Your first Cougar Card is free! To obtain it, please be prepared to present a photo ID at Cougar Card Services Office located at 162 Calhoun Street near the corner of St. Philip and Calhoun Streets.

*Please carry your Cougar Card with you whenever you are on campus to identify yourself as a member of the campus community. Use your card at the Addlestone Library, on the CARTA, at the Stern Student Center or at East Shore Athletic Club.*

**RIDING WITH CARTA**

CARTA (Charleston Area Regional Transportation Authority) service, on all routes, continues to be free for College of Charleston employees and students! Simply show your Cougar Card to the driver as you board the bus. A separate pass is not required. You must be a student enrolled in the current term or an active employee to take advantage of this free service. Information about bus and shuttle schedules may be obtained online at [www.ridecarta.com](http://www.ridecarta.com). Sit back, relax and enjoy the ride!

**COUGAR ALERT:**

Be sure to provide all accurate contact information in MyCharleston for COUGAR ALERT purposes. These alerts come in the form of e-mails, phone calls, and text messages. Cougar Alerts include campus drills, weather delays/closings, and construction updates.

**STUDENT COUPON BOOK**

Take full advantage of the CAMPUS SPECIAL coupon book!
292 Guidelines & Expectations

292 KEY DEPOSITS:
Each student gets a key to 292 Meeting Street. To pick up your key, you must submit a $50 deposit check that would only be deposited in the event that you do not return the key at the end of the year. Checks are made to MSHP Clemson. Deadline to submit collateral check and pick up key is Labor Day Monday, September 7. Second years: this still applies to you, as Mary Margaret needs an updated check.

292 ALARM SYSTEM:
As a key holder, it is vital that you follow our alarm policy. Please make note (in your cell phone, perhaps) of the alarm code and “code word” in the event that you need it. Codes differ among the various groups at 292. If you are the last to leave the building, you MUST turn off the lights, set the alarm and lock the front door.

STROBEL HOUSE:
296 Meeting Street will be used as a student study and break area. The house will be open during normal business hours from 8:30 am – 4:30 pm. Keeping the house tidy and clean is the students’ responsibility.

BIKES:
Bikes are to be locked up on the bike rack which is conveniently located behind our building. Bikes are not allowed in the building. Get a U-Lock and register your bike ASAP, as bike theft is common around campus. Nothing can be done if an unregistered bike is stolen.

PETS:
292 Meeting is a pet-free facility. We ask that you do not bring your pets to studio.

FOOD
Rats are a constant concern. Please store all food and drinks properly. All food-related trash and recycling MUST BE deposited in the KITCHEN TRASH AND RECYCLING bins only. Pizza boxes, donut boxes, and soiled napkins can’t be recycled. The studio recycling bins are for PAPER ONLY.

TRASH & RECYCLING
Recycling bins in the studios are FOR PAPER ONLY. The recycling bin in the kitchen IS FOR RINSED BOTTLES AND CANS. ALL FOOD-RELATED, PERISHABLE TRASH must go in the kitchen trash can. The cleaning crew services 292 around 7am Monday-Friday ONLY.

LIBRARY
Books are now stacked in categories, alphabetized by title. Reference the catalog when needed. Books and theses can be “signed out” on the clipboard. Books must remain at 292.

You may also check out program measuring tapes or flashlights by signing off on the clipboard in the library. Bigger equipment like total stations and the program camera on stored in a locked closet; ask Mary Margaret for access to these items.

HOUSING: IF YOU LIVE AT 43 RADCLIFFE:
Rent checks are due to Mary Margaret [on behalf of Moby] on the 15th of each month starting in September. Please make these checks payable to Radcliffe House. Due to your initial deposit, your final rent payment will be in May.
Technology Info

**LOG-INS**

All students are to log in as:

**Username:** labuser  
**Password:** l@buser4

**SOFTWARE UPDATES**

*Throughout the year, you will encounter software updates, downloads, driver installations, etc. that require administrative privileges. When this happens, ask Mary Margaret or the TAs to sign in and allow the update.*

**PRINTING:**

**B&W XEROX:**

All computers default to the XEROX, which prints double-sided, staples, three-hole-punches, copies, faxes, e-mails, scans books, and more! [8 ½” x 11” or 11” x 17” paper only.]

The e-mail addresses of all MSHP students and faculty are already saved in the XEROX machine. Give it a try!

**COLOR:**

For color printing, use the HP Laser Jet 5550 or CP5220. These devices can also print double-sided, [8 ½” x 11” or 11” x 17” only]

**SCANNING STATIONS:**

There are scanning stations in the copier room. To insure that these computers remain clean and speedy, please scan your items and immediately transfer files to your own computer. These two computers may be restored at any given time in the event that they slow down.

**SOFTWARE DOWNLOADS**

Free Downloads of Microsoft and other programs onto your personal laptop [when connected to the Clemson server]

http://www.clemson.edu/ccit/software_applications/software/web_downloads.html

Click Software & Applications >Licenses

We recommend you disengage Wifi and plug into the network via a wired network cable.
CLEMSON WIRELESS FOR LAPTOPS

Visit the following website to install eduroam (Clemson’s wireless internet) on your laptops, tablets, and mobile devices: http://www.clemson.edu/ccit/help_support/laptops/FAQ/wireless.html

You will have to sign-in to eduroam with your Clemson username and password. Be sure to sign in with yourusername@clemson.edu.

PRINT FROM A LAPTOP

You can print from your Mac laptop to the network printers by following these instructions:

To add the HP Color Laserjet 5550:

- Launch Microsoft Word and click “file” and “print”
- On pop up menu next to “printer” pull down the menu and choose “add printer”
- On next window at top click “IP”
- In “address” field type 172.19.172.74 and for the “name” field type HP Color Laserjet 5550 and click the “add” button and “OK”

To add the HP Color Laserjet CP5520 just repeat this:

- On pop menu next to “printer” pull down the menu and choose “add printer”
- On next window at top click “IP”
- In “address” field type 172.19.172.75 and for the “name” field type HP Color Laserjet CP5520 and click the “add” button and “OK”

To add the Xerox WorkCentre 5755 copier:

- Download the “mac os X print driver installer package” and click “accept” and it will start downloading. Once it is done go to your downloads and click on “Xerox Print Drivers” installer and double click on “Xerox Print drivers” and go thru the install . . . continue, continue, continue, agree, click to select mac hd, continue, install, input your computer’s password, install software . . . when it gets to the point in the installer to “select a printer” if you do not see the Xerox WorkCentre 5755 in the list just click on the icon to the far right at the top of the window and then in field beneath type the IP Address 172.19.172.73 and click “continue” and “continue” and close.
# HP/HSPV CLASS SCHEDULE
## Fall 2015

### First-Year Students (15 hours)

<table>
<thead>
<tr>
<th>NAME</th>
<th>COURSE NUMBERS</th>
<th>HRS</th>
<th>R/E</th>
<th>INSTRUCTOR(S)</th>
<th>DAY</th>
<th>TIME</th>
<th>LOCATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>PREQUEL</td>
<td></td>
<td>0.0</td>
<td>R</td>
<td>Hudgins, Pemberton, Leifeste</td>
<td>Aug 24-28, 2015</td>
<td>9:00-5:00</td>
<td>292 Studio</td>
</tr>
<tr>
<td>American Architecture</td>
<td>HP 8070/HSPV 807</td>
<td>3.0</td>
<td>R</td>
<td>Hudgins</td>
<td>M/W</td>
<td>10:00-11:30</td>
<td>292 B</td>
</tr>
<tr>
<td>History &amp; Theory of Historic Preservation</td>
<td>HP 8080/HSPV 808</td>
<td>3.0</td>
<td>R</td>
<td>Hudgins</td>
<td>M/W</td>
<td>3:00-4:30</td>
<td>292 B</td>
</tr>
<tr>
<td>Investigation, Documentation, Conservation</td>
<td>HP 8190/HSPV 819</td>
<td>6.0</td>
<td>R</td>
<td>King, Leifeste, Ford</td>
<td>T/R Tuesday</td>
<td>8:30-10:00, 2:00-5:00</td>
<td>292 B, 292 B</td>
</tr>
<tr>
<td>Historical Research Methods</td>
<td>HP 8090/HSPV 809</td>
<td>3.0</td>
<td>R</td>
<td>Pemberton</td>
<td>Thursday</td>
<td>1:30-4:30</td>
<td>292 B</td>
</tr>
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### Second-Year Students (15 hours, choose two electives)

<table>
<thead>
<tr>
<th>NAME</th>
<th>COURSE NUMBERS</th>
<th>HRS</th>
<th>R/E</th>
<th>INSTRUCTOR(S)</th>
<th>DAY</th>
<th>TIME</th>
<th>LOCATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Building Technology and Pathology</td>
<td>HP 8030/HSPV 803</td>
<td>3.0</td>
<td>R</td>
<td>Leifeste</td>
<td>T/R</td>
<td>10:00-11:30</td>
<td>292 B</td>
</tr>
<tr>
<td>Preservation Law and Economics</td>
<td>HP 8010/HSPV 620</td>
<td>3.0</td>
<td>R</td>
<td>Stiefel</td>
<td>M/W</td>
<td>3:25-4:40</td>
<td>RSS 248</td>
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<tr>
<td>Historic Preservation Research Seminar</td>
<td>HP 8020/HSPV 802</td>
<td>3.0</td>
<td>R</td>
<td>Hudgins</td>
<td>Monday</td>
<td>5:00-7:00</td>
<td>292 B</td>
</tr>
<tr>
<td>Advanced Conservation</td>
<td>HP 8110/HSPV 811</td>
<td>3.0</td>
<td>E</td>
<td>Ford</td>
<td>Wednesday</td>
<td>9:00-12:00</td>
<td>292 Lab</td>
</tr>
<tr>
<td>History of American Interiors</td>
<td>HP 8230/HSPV 823</td>
<td>3.0</td>
<td>E</td>
<td>Ryan</td>
<td>Thursday</td>
<td>1:00-4:00</td>
<td>292 A</td>
</tr>
<tr>
<td>Historic Structures Report</td>
<td>HP 8260/HSPV 826</td>
<td>3.0</td>
<td>E</td>
<td>Leifeste</td>
<td>Wednesday</td>
<td>12:00-3:00</td>
<td>292 B</td>
</tr>
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</table>

as of 05/26/2015

For registration purposes: HP = Clemson, HSPV = CoFC
### HP/HSPV CLASS SCHEDULE

**Spring 2016**

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**First-Year Students** *(15 hours)*

<table>
<thead>
<tr>
<th>NAME</th>
<th>COURSE NUMBERS</th>
<th>HRS</th>
<th>R/E</th>
<th>INSTRUCTOR(S)</th>
<th>DAY</th>
<th>TIME</th>
<th>LOCATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Preservation Studio</td>
<td>HP 8050/HSPV 805</td>
<td>6.0</td>
<td>R</td>
<td>Leifeste</td>
<td>MWF</td>
<td></td>
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</tr>
<tr>
<td>Conservation Science Lab</td>
<td>HP 8100/HSPV 810</td>
<td>6.0</td>
<td>R</td>
<td>Ford</td>
<td>W</td>
<td>9-12, 3-6</td>
<td>292 Lab</td>
</tr>
<tr>
<td>Cultural + Historical Landscape Preservation</td>
<td>HP 8330/HSPV 833</td>
<td>3.0</td>
<td>R</td>
<td>Kohr</td>
<td></td>
<td></td>
<td>292 Studio</td>
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</table>

**Second-Year Students** *(12 hours, choose two electives)*

<table>
<thead>
<tr>
<th>NAME</th>
<th>COURSE NUMBERS</th>
<th>HRS</th>
<th>R/E</th>
<th>INSTRUCTOR(S)</th>
<th>DAY</th>
<th>TIME</th>
<th>LOCATION</th>
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</thead>
<tbody>
<tr>
<td>Thesis in Historic Preservation</td>
<td>HP 8910/HSPV 891</td>
<td>6.0</td>
<td>R</td>
<td>Hudgins</td>
<td>Monday</td>
<td>5:00-7:00</td>
<td>292 B</td>
</tr>
<tr>
<td>Management + Admin of HP</td>
<td>HP 8040/HSPV 804</td>
<td>3.0</td>
<td>E</td>
<td>Hudgins</td>
<td></td>
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<td>292 A</td>
</tr>
<tr>
<td>Elective</td>
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<td>3.0</td>
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<tr>
<td>Elective</td>
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<td>3.0</td>
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</tbody>
</table>

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For registration purposes: HP = Clemson, HSPV = CofC
HONOR CODE

CLEMSON UNIVERSITY ACADEMIC INTEGRITY: As members of the Clemson University Community, we have inherited Thomas Green Clemson's vision of this institution as a high seminary of learning. Fundamental to this vision is a mutual commitment to truthfulness, honor, and responsibility, without which we cannot earn the trust and respect of others. Furthermore, we recognize that academic dishonesty detracts from the value of a Clemson degree. Therefore, we shall not tolerate lying, cheating or stealing in any form.

DISABILITY

CLEMSON UNIVERSITY DISABILITY ACCESS: It is University policy to provide on a flexible and individual basis reasonable accommodations for students with disabilities. Students are encouraged to contact Student Disability Services to discuss their individual needs for accommodation.

GRADES

4.00/ A - Excellent. Indicates work of a very high quality, the highest grade given.

3.00/ B - Good. Indicates work that is above average though not of the highest quality.

2.00/ C - Fair. Indicates work of average to weak quality, the lowest passing grade.

0.00/ F - Failed

EXPECTATIONS

COMPUTER CRASHES: Hard drive crashes and other computer woes will not be accepted as excuses for late submission. Students should, given the complexity of the research task they will pursue, be sure that they maintain adequate backup copies of all aspects of their work.

BIBLIOGRAPHY

BIBLIOGRAPHIC FORMAT: All written work must conform to the Chicago Manual of Style, the authoritative source for the form of bibliographic citation the MSHP program has adopted. No other format (e.g. MLA or APA) is acceptable. Students may consult Kate L. Turabian, A Manual for Writers, or an equivalent abridgement of the Chicago Manual of Style. [Note the most recent versions of the Chicago Manual of Style (15th) and Turabian (7th) include updated information for electronic citations. Be sure to use the newest editions.]

GRIEVANCES

In addition to the formal grievance mechanisms provided by Clemson University policies [http://www.clemson.edu/administration/student-affairs/student-handbook/universitypolicies/academic-grievance.html], the MSHP program encourages active exchange of opinions and observations between students and faculty. The MSHP program is relatively small and has since its inception encouraged open dialogue between its students and its faculty.

Academic complaints, if they are expressed, are addressed through a three-step process. Should a student present a complaint, the student (1) submits a written complaint to the program’s director. The director, after considering the complaint, will (2) request that the complaint be resolved through dialogue between student and faculty member against whom the complaint is lodged. Should this second step not resolve the complaint, the program director will (3) independently interview both the student and faculty member and then render a decision, in writing, to both the student and the faculty member. Both the student and the faculty member agree to the program director’s decision prior to undertaking the third and final step in this process.

The MSHP program institutes two formal opportunities for the expression of student observations, recommendations and complaints. First-Year Students complete an anonymous questionnaire at the end of their second semester just before they depart for summer internships and summer research. This questionnaire measure First Year Student satisfaction and sense of accomplishment but has also emerged as a vehicle for airing disappointments and complaints, among the speed of internet connection. Second-Year Students participate in focus group exit interviews during the week prior to graduation. These sessions with the program’s director accompany small group meetings and individual meetings, also with the program’s director. These exit interviews have, for example, identified what departing students consider weaknesses in the MSHP curriculum, several of which have led to both changes in course content and faculty.
Master of Science in Historic Preservation Curriculum (60 credit hours required)

**Semester I (Core Semester)**
Documentation and Analysis: A semester of "core" curriculum in historic preservation that revolves around developing a deeper understanding of historic architectural fabric through a connected series of NCPE-mandated courses. **15 credits.**

- History and Theory of Historic Preservation (3)
- American Architecture (3)
- Historical Research Methods (3)
- Investigation, Documentation and Conservation (6)

**Semester II (Implementation Semester)**
An "advanced" semester that focuses on acquiring advanced skills in digital recording, pursuing a preservation project through a studio, investigating and analyzing cultural landscapes and broader assemblages of historic resources as well as a conservation laboratory science class. **15 credits.**

- Preservation Studio (6)
- Cultural & Historical Landscape Preservation (3)
- Conservation Laboratory Science (6)

**Historic Preservation Internship (Summer)**
Historic Preservation Internship in Historic Preservation: A required non-credit internship offered through a variety of organizations and foundations, including the Historic American Building Survey (HABS), Historic American Landscape Survey (HALS) and the Historic American Engineering Survey (HAES), the International Committee on Monuments and Sites (ICOMOS), the National Trust, and local museums and foundations as well as preservation practitioners in America and Europe. **3 credits.**

**Semester III (Advanced Semester)**
Implementation/Intervention: A semester focusing on implementation and intervention. At this point in the curriculum, students begin their theses. **15 credits.**

- Building Technology and Pathology (3)
- HP Research Seminar (3)
- Preservation Law and Economics (3)
- Approved Elective (3)
- Approved Elective (3)

**Semester IV (Thesis Semester)**
Thesis: A final semester during which the focus is on completion of the thesis with additional opportunities to pursue elective courses related to career goals. **12 credits.**

- Thesis in Historic Preservation (6)
- Approved Elective (3)
- Approved Elective (3)
<table>
<thead>
<tr>
<th>COURSE NUMBERS</th>
<th>TITLE</th>
<th>CREDITS</th>
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<tbody>
<tr>
<td><strong>FALL I</strong></td>
<td></td>
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<tr>
<td>HP 8000/HSPV 800</td>
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<tr>
<td>HP 8070/HSPV 807</td>
<td>American Architecture</td>
<td>3</td>
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<tr>
<td>HP 8080/HSPV 808</td>
<td>History and Theory of Historic Preservation</td>
<td>3</td>
</tr>
<tr>
<td>HP 8090/HSPV 809</td>
<td>Historical Research Methods</td>
<td>3</td>
</tr>
<tr>
<td>HP 8190/HSPV 819</td>
<td>Investigation, Documentation, Conservation</td>
<td>6</td>
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<td>15</td>
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<tr>
<td><strong>SPRING I</strong></td>
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<tr>
<td>HP 8050/HSPV 805</td>
<td>Preservation Studio</td>
<td>6</td>
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<td>Conservation Science Laboratory</td>
<td>6</td>
</tr>
<tr>
<td>HP 8330/HSPV 833</td>
<td>Cultural &amp; Historic Landscape Preservation</td>
<td>3</td>
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<td><strong>SUMMER</strong></td>
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<td>HP 8450/HSPV 845</td>
<td>Historic Preservation Internship</td>
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<td><strong>FALL II</strong></td>
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<td>Thesis in Historic Preservation</td>
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<td><strong>Possible Electives:</strong></td>
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<tr>
<td>*HP 8040/HSPV 804</td>
<td>Management and Administration of Historic Preservation</td>
<td>3</td>
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<tr>
<td>*HP 8110/HSPV 811</td>
<td>Advanced Conservation Science Laboratory</td>
<td>3</td>
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<tr>
<td>*HP 8210/HSPV 821</td>
<td>Historic Preservation and Public Memory</td>
<td>3</td>
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<td>*HP 8220/HSPV 822</td>
<td>Vernacular Places and Spaces</td>
<td>3</td>
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<tr>
<td>*HP 8230/HSPV 823</td>
<td>History of American Interiors</td>
<td>3</td>
</tr>
<tr>
<td>*HP 8250/HSPV 825</td>
<td>Sustainability and Historic Preservation</td>
<td>3</td>
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<tr>
<td>*HP 8260/HSPV 826</td>
<td>Historic Structures Report</td>
<td>3</td>
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<td>*HP 8270/HSPV 827</td>
<td>Adaptive Use</td>
<td>3</td>
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<tr>
<td>*HP 8280/HSPV 828</td>
<td>Case Studies in Preservation Engineering</td>
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<tr>
<td>*HP 8920/HSPV 892</td>
<td>Special Topics in Historic Preservation</td>
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<tr>
<td>*HP 8930/HSPV 893</td>
<td>Independent Study in Historic Preservation</td>
<td>3</td>
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</table>
ALL COURSE DESCRIPTIONS (in numerical order)

HP 8010/HSPV 620. Preservation Law and Economics (3)
Advanced discussion of the legal framework of historic preservation with particular attention to cultural resources statutes and
local laws and policy mechanisms and review of pertinent economic policies.  
*Preq: Enrollment in MSHP/HSPV program and HP 8080/HSPV 808*

HP 8020/HSPV 802. Historic Preservation Research Seminar (3)
Advanced research in preparation for thesis project with particular attention to role of proposals and methodology in
independent research.  
*Preq: Enrollment in MSHP/HSPV program and HSPV 8090/HSPV 809*

HP 8030/HSPV 803. Building Technology and Pathology (3)
An advanced lecture course that focuses on the physical properties of modern building materials, mechanisms of failure, and
alternatives for conservation interventions.  
*Preq: Enrollment in MSHP/HSPV program and HP 8070, HSPV 807*

HP 8040/HSPV 804: Management & Administration in Historic Preservation
Principles of management of non-profit cultural resources organizations with particular stress on non-profit theory, fundraising
and development, strategic planning, lobbying, human resources, and communications. Professional projects in this course are
created from current preservation and planning issues.  
*Preq: Enrollment in MSHP/HSPV program and HP 8080/HSPV 808*

HP 8050/HSPV 805. Preservation Studio (6)
A studio course developing preservation projects. Course content stresses documentation, critical evaluation and application of design
and preservation strategies to cases in Charleston and its environs. Main street designs, cultural landscape interventions, design theory
and skills, and measured drawings are implemented and addressed.  
*Preq: Enrollment in MSHP/HSPV program and HP 8190/HSPV 819*

HP 8070/HPSV 807. American Architecture (3)
A survey of American buildings from the sixteenth century to the modern era with particular attention to the social, intellectual,
technological, and economic forces that shaped America’s cityscapes, small towns and countryside.  
*Preq: Enrollment in MSHP/HSPV program*

HP 8080/HSPV 808. History and Theory of Historic Preservation (3)
Survey history of preservation that explores a variety of theoretical issues that impact the discipline. Provides a basis for critical
evaluation of historic preservation. Discusses architectural and planning theories that drive preservation policy and application.  
*Preq: Enrollment in MSHP/HSPV program*

HP 8090/HSPV 809. Historical Research Methods (3)
Advanced instruction in historical research methods in private archival manuscript sources and public records with application to
recovering and writing the history of buildings and landscapes. Students acquire research, writing and presentations skills.  
*Preq: Enrollment in MSHP/HSPV program*

HP 8100/HSPV 810. Conservation Science Laboratory (6)
Conservation of historic materials on site and in the lab.; detailed analysis of architectural building materials using hands-on
experiences, lectures, readings and laboratory exercises necessary to understand the performance and physical properties of
historic building materials and abilities to identify mechanisms of deterioration and formulate appropriate conservation
interventions.  
*Preq: 819: Enrollment in MSHP/HSPV program and HP 8190/HSPV 819*

HP 8110/HSPV 811. Advanced Conservation Science Laboratory (3)
Advanced practicum in conservation through a specific site or conservation issue.  
*Preq: Enrollment in MSHP/HSPV program and HP 8100/HSPV 810*

HP 8170/HSPV 819. Investigation, Documentation, Conservation (6)
The integration of multiple preservation skills by creating a professionally presented documentation and analysis project. It
course prepares students to read and record the material fabric of historic buildings and landscapes and provides a platform for
field experience in architectural descriptions, photography, measured drawings, and landscapes.  
*Preq: Enrollment in MSHP/HSPV program*
HP 8210/HSPV 821. Historic Preservation and Public Memory (3)
A seminar that explores the creation of American public memory through commemorations, festivals, museum exhibits, historic sites, monuments, and other historic preservation activities.
_Preq: Enrollment in MSHP/HSPV program and HP 8080/HSPV 808_

HP 8220/HSPV 822. Vernacular Places and Spaces (3)
An intensive survey of the study of commonplace buildings and landscapes in North America.
_Preq: Enrollment in MSHP/HSPV program and HP 8070/HSPV 807_

HP 8230/HSPV 823. Historic American Interiors. (3)
Survey of the American domestic interior from the seventeenth to the twentieth century with emphasis on the social, cultural, economic, and technological currents that influenced the furnishing of American dwelling places. In addition to investigating period forms and materials, it explores the interpretation of primary sources and historical finishes.
_Preq: Enrollment in MSHP/HSPV program and HP 8080/HSPV 808_

HP 8250/HSPV 825. Sustainability and Historic Preservation (3)
A seminar course analyzing the sustainability movement as intricately tied to historic preservation. History is examined through the evolution of policy and building science. Course work investigates foundational theories from the sustainability field and emphasizes the multi-faceted movements existing and potential for interface with the discipline of preservation.
_Preq: Enrollment in MSHP/HSPV program and HP 8080/HSPV 808_

HP 8260/HSPV 826. Historic Structures Report (3)
This project-based course will take students through the process of generating a historic structures report. The course builds on skill sets introduced through course work earlier in the curriculum. Students will undertake research, documentation and architectural investigation to comprehensively document and analyze a case-study building in Charleston or its environs.
_Preq: Enrollment in MSHP/HSPV program and HP 8190/HSPV 819_

HP 8260/HSPV 827. Adaptive Use (3)
This project-based course revolves around the production of an adaptive use space-planning scheme. Students will develop creative, logical processes to propose a reuse scheme consistent with real-world constraints. _Preq: Enrollment in MSHP/HSPV program, and HP 8190/HSPV 819_

HP 8280/HSPV 828. Case Studies in Preservation Engineering (3)
Introduction to structural engineering, loads on structures, and structural elements in buildings. Examines behavior and deterioration of primary structural materials in historic structures. Students visit real world examples of major engineering issues in existing structures to determine how conclusions are reached and how recommendations are made concerning the structure.
_Preq: Enrollment in MSHP/HSPV program and HP 8190/HSPV 819_

HP 8330/HSPV 833. Cultural and Historical Landscape Preservation (3)
Overview of cultural historic landscape preservation principles and practices. Includes inventory and analysis of historic resources from a cultural landscape perspective. Qualities of integrity are studied in correspondence to location, design, setting, materials, workmanship, and feeling and association. _Preq: Enrollment in MSHP/HSPV program and HP8190/HSPV 819_

HP 8450/HSPV 845, Internship in Historic Preservation (3)
Internship typically completed during the summer through which students explore a historic preservation project in a professional work environment. _Preq: Enrollment in MSHP/HSPV program_

HP 8910/HSPV 891. Thesis in Historic Preservation (1 or 6)
Completion of thesis proposed in the third semester under guidance of thesis director and committee. May be repeated. _Preq: Enrollment in MSHP/HSPV program and HP 8020/HSPV 802 and approval of thesis committee._

HP 8920/HSPV 892: Special Topics in Historic Preservation (3)
Seminar dedicated to intensive exploration of timely topics in historic preservation. _Preq: Enrollment in MSHP/HSPV program and HP 8080/HSPV 808_

HP 8930/HSPV 893: Independent Study in Historic Preservation (1-3)
Pursuit of an independent research project under the direction of graduate faculty. _Credit is variable: 1 to 3 hrs. Preq: HP 8090/HSPV 809 and HP 8190/HSPV 819_
Course Registration
Procedures-iRoar

1. Advising Meet with your advisor (undergraduate students only) as early as possible to plan your schedule and get cleared for registration—new freshmen and graduate students do not need to be cleared for registration.

2. Accessing the System Once your time ticket opens, register on iROAR. You will need the following:

   Username--Your username is a unique combination of your first and last name, e.g., jdoe. Not sure? You can look yourself up in the University Directory.

   Password--If you have forgotten your password, present a picture ID at the CCIT Help Desk located directly below Harcombe Dining Hall. If you are away from Clemson, call 864.656.3494. New freshmen and transfer students’ passwords are created after deposits are paid. Please read information regarding strong passwords.

Be cleared for registration—Continuing undergraduates will need to be cleared for registration before access to drop/add activity is permitted. Students must be cleared for registration by their advisor. Registration Services does NOT clear students for registration under any circumstances.

3. Registering A video is available for help on registering in iROAR—registration training videos. iROAR will notify you immediately whether you have been added to the class. Undergraduates’ class loads must be approved by their advisors. During fall and spring semester registration, students on academic probation are limited to 16 credit hours, and all other undergraduates 19; and graduate students, 13-16 (depending on the major). On the second day of late registration, all undergraduates, except those on probation, may request to have their hours increased to 21 at Registration Services (864)656-2305. Enrollment in summer is limited to ten credit hours in the Summer I terms, and ten credits in the Summer II terms. Enrollment in additional credit hours must be approved by your academic advisor.

4. Errors iROAR will generate an error if you fail to register for corequisite courses at the same time—an example of corequisite courses are lecture-lab combinations. You must enter the CRN (course registration number) for both the lecture and the lab at the same time in the worksheet.

You are not permitted to enroll in courses with overlapping class times.

5. Messages and Blocks When you login, you may receive a message requiring action on your part. Contact the office initiating the message promptly for resolution. Unresolved messages may block further access to the registration system.

Registration Instructions-
MyCharleston

Be forewarned that when MyCharleston prompts you to set your password, it will reset it for ALL of your College network logins (email, classroom and library computers, and PDA devices)! No more having to remember a different password for each of your log-ins!

First Time Logging in: Use your COUGARS username and use the one time password of your CofCID plus your birthdate. (MM/DD/YY.)

Current Students: use your COUGARS username and password, the same combination you use to log into campus computers, like the ones in the Library.

MyCharleston requires SECURE PASSWORDS and the system is very sensitive. Tips for establishing an acceptable password:

- integrate the required symbol in the middle of the password
- replace expired passwords with completely different passwords
- enter passwords carefully; multiple incorrect passwords freezes your account and your password will need to be reset.

***STUDENTS MUST REGISTER AT BOTH CLEMSON AND THE COLLEGE OF CHARLESTON.***
For CU Student Health Insurance Plan members:


Off-campus graduate students, part-time graduate students, and domestic undergraduate students who wish to purchase the SHP must enroll during the open enrollment prior to fall semester and may enroll for the full policy year or by semester. Open enrollment will end on September 16, 2015.

**MSHP STUDENTS** Sign up under VOLUNTARY ENROLLMENT

E-mail Redfern@clemson.edu if you experience any problems or have questions regarding Enrollment.

**Student Insurance Office Staff:**
Vickie Metz, Office Manager – (864) 656-2049 or e-mail svickie@clemson.edu

Dawn Perry, Administrative Assistant – (864) 656-3561 or e-mail dawnp@clemson.edu
Second Years’ Thesis Deadline Information

Checklist on Graduate School Procedures
For those who expect to receive a graduate degree on May 6, 2016:

These deadlines are University and Graduate School deadlines; your department may have additional deadlines you must meet to satisfy program requirements. Check with your department to make sure you know what these departmental deadlines are.

The graduate student should carefully note this checklist as well as the deadline dates.

1. Select (in consultation with the appropriate department head) a major advisor and advisory committee. AUGUST 2014

2. Submit Plan of Study and Graduate Degree Curriculum (Form GS2) by January 6th, 2016

3. Order diploma (Form GS4) after completing at least half the prescribed course work by January 27th, 2016

4. Submit completed thesis (if required) or dissertation to research advisor and arrange for final examination by the advisory committee by March 21, 2016 at 5pm (Drop off in 292 Conference Room)

5. No later than 10 days BEFORE YOUR DEFENSE, submit the date/time/location of your defense via the Submit Defense Form: www.clemson.edu/graduate/calendar/defense-form.html. This will add your defense to the defense calendar and will serve as the required written notice to Enrolled Services. (THESIS DEFENSE WEEK: April 4 - 8)

6. Complete final examination (Form GS7) by April 21, 2016.

7. Order cap, gown, and hood from the College of Charleston, Deadline TBD

8. Submit completed thesis (if required) or dissertation to research advisor and arrange for final examination by the advisory committee by March 21, 2016 at 5pm (Drop off in 292 Conference Room)

9. Review thesis/dissertation submission guidelines and procedures, and make sure you submit your properly formatted manuscript prior to the deadline: April 21, 2016) (www.grad.clemson.edu/manuscript)

10. The final responsibility for ensuring compliance with these procedures rests with the graduate student. Special problems should be referred to the graduate dean. All FORMATTING revisions requested by the Manuscript Review Office must be completed and approved by the Manuscript Review Office: by April 29, 2016.

* The GS2 should be filed during the second semester of your course of study (Master's degree) or during your second year of study (Doctoral degree). It is a map of your course of study and ensures you receive appropriate and timely academic advising. The GS2 may be filed as late as the deadline listed here, but should be filed much earlier to be most effective. If your plan of study changes between when you file an original GS2 and the deadline date listed above, you must file an amended GS2.

** A $25 late fee will be assessed when the GS2 or GS4 form is submitted after the deadline above, and will increase at the rate of $5 per business day thereafter. Late fee payments must be made directly to the Bursar's Office (located in Sikes Hall).

Manuscript Review Office
To find guidelines for preparing your thesis or dissertation manuscript, visit our Web site http://www.grad.clemson.edu/Manuscript.php.

E-106 Martin Hall
(864) 656-5338
manuscriptreview-l@clemson.edu

FOR ALL DEADLINES: http://www.clemson.edu/graduate/students/deadlines.html
Last Name: FROST                               First Name: SUSAN       MI: P Date: 11-15-2010
CUID#: XXXXXXXX Degree Sought: MS Major: HISTORIC PRESERVATION Minor: 

The following undergraduate deficiencies, departmental and language requirements must be met prior to admission to candidacy. Undergraduate deficiencies, departmental requirements and/or language requirements to be met: 

REQUIRED COURSES (GRADUATE LEVEL ONLY)
Doctoral candidates, do not list courses used for master’s degree.

<table>
<thead>
<tr>
<th>Course Prefix and No. (ex: ENGL 809)</th>
<th>Title of Course as Listed in Catalog</th>
<th>Semester Credit Hrs.</th>
<th>Date Completed or to be Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>HP 610</td>
<td>HISTORY &amp; THEORY IN HISTORIC PRESERVATION</td>
<td>3.0</td>
<td>DEC 2009</td>
</tr>
<tr>
<td>HP 611</td>
<td>RESEARCH IN HISTORIC PRESERVATION</td>
<td>3.0</td>
<td>DEC 2009</td>
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<tr>
<td>HP 612</td>
<td>HISTORIC CONSTRUCTION</td>
<td>3.0</td>
<td>DEC 2009</td>
</tr>
<tr>
<td>ARCH 605</td>
<td>AMERICAN ARCHITECTURAL STYLES</td>
<td>3.0</td>
<td>DEC 2009</td>
</tr>
<tr>
<td>HP 819</td>
<td>DOCUMENTATION</td>
<td>3.0</td>
<td>DEC 2009</td>
</tr>
<tr>
<td>HP 805</td>
<td>PRESERVATION STUDIO</td>
<td>6.0</td>
<td>MAY 2010</td>
</tr>
<tr>
<td>HP 801</td>
<td>LEGAL AND ECON IN HISTORIC PRESERVATION</td>
<td>3.0</td>
<td>MAY 2010</td>
</tr>
<tr>
<td>HP 833</td>
<td>HISTORIC LANDSCAPE PRESERVATION</td>
<td>3.0</td>
<td>MAY 2010</td>
</tr>
<tr>
<td>ARCH 677</td>
<td>DIRECTED STUDIES: WOOD</td>
<td>3.0</td>
<td>MAY 2010</td>
</tr>
<tr>
<td>HP 803</td>
<td>ADVANCED MATERIALS/METHODS</td>
<td>3.0</td>
<td>DEC 2010</td>
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<tr>
<td>HP 810</td>
<td>CONSERVATION LAB</td>
<td>6.0</td>
<td>DEC 2010</td>
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<tr>
<td>HP 802</td>
<td>HP RESEARCH SEMINAR</td>
<td>3.0</td>
<td>DEC 2010</td>
</tr>
<tr>
<td>HP 890</td>
<td>DIRECTED STUDIES: TOWN PLANNING</td>
<td></td>
<td>DEC 2010</td>
</tr>
<tr>
<td>HP 891</td>
<td>MASTERS RESEARCH</td>
<td></td>
<td></td>
</tr>
<tr>
<td>HP 811</td>
<td>READINGS IN HP: ADVANCED CONSERVATION</td>
<td>3.0</td>
<td>MAY 2011</td>
</tr>
</tbody>
</table>

Professional Development/Academic Integrity Activities
List professional development or academic integrity experiences (courses/seminars/conferences) completed.

<table>
<thead>
<tr>
<th>Student Signature</th>
<th>Date</th>
</tr>
</thead>
</table>

Recommended by the Committee
PRINT OR TYPE Last Name, Initials, Department, Employee ID#

STIEFEL, B (Chairperson) XXXXXXX
RUSSELL, R XXXXXXX
ROBBINS WILSON XXXXXXX

The appointment of the above Advisory Committee and Graduate Degree Curriculum is hereby approved.

Signature of Department Head(s) Date Approved Signature of College Dean(s) Date Approved

(Major Department) (Minor Department)

FOR GRADUATE SCHOOL USE

☐ Approved By: _________________________ Date: ___________

SUBMIT completed, signed forms to: Enrolled Services, 104D Sikes Hall.
TO THE DEAN OF THE GRADUATE SCHOOL:

This committee has given SUSAN PRINGLE FROST (Student's Name) XXXXXXXX (CID number) a final examination for the MS (Degree: MS, MA, MEd, etc.) degree with a major in HISTORIC PRESERVATION and reports the results as follows:

☐ PASSED final exam, no thesis required, and student has met all departmental requirements related to special projects, etc.

☐ PASSED final exam, thesis required, and the student’s dissertation, thesis, or project manuscript has been approved.

☐ FAILED final exam. Please indicate recommendations to proceed to a second final examination, if any:

Recommendation: ____________________________

Date of examination: ________________

Committee:

Advisor: ____________________________

STUDENT NAME: ____________________________

Return this form to: Enrolled Services, 104-D Sikes Hall, Clemson, SC 29634; 864.656.5339.
Just around the corner:

Students' Picks

- FAMOUS
  - BURGERS and FRIES

- Southern Kitchen
  - JIM 'N NICK'S BAR-B-Q

- King Street Grille
- Cupcake

- Caviar & Bananas
  - gourmet market & cafe

- Mellow Mushroom
  - Pizza Bakers

- Firehouse Subs
  - Founded by Firemen

- Dunkin' Donuts

- The Pita Pit

- Boone's Bar & Grill

- Black Bean Co.
  - Energy Food Restaurant

- Glaze
  - Gourmet Doughnuts

- Chick-fil-A

- Starbucks Coffee
  - Bar & Grill

- Juanita Greenberg's

- Barnes & Noble Booksellers

- University Books of Charleston

- Blue Bicycle Books
  - Used & Rare

- CVS Pharmacy

- Quik Mail Etc.

- Harris Teeter
  - Your Neighborhood Food Market
# Events Around Town

*Events just around the corner at Marion Square*

## January
- Charleston Marathon
- Charleston Restaurant Week
- Lowcountry Oyster Festival
- First Friday Art Walk
- Second Sunday on King St

## February
- Southeastern Wildlife Exposition (SEWE)*
- Charleston Fashion Week*
- Charleston Wine + Food Festival*
- Charleston Film Festivals
- Charleston International Antiques Show
- Festival of Houses & Gardens (HCF)
- First Friday Art Walk
- Second Sunday on King St

## March
- Southeastern Wildlife Exposition (SEWE)*
- Charleston Fashion Week*
- Charleston Wine + Food Festival*
- Charleston Film Festivals
- Charleston International Antiques Show
- Festival of Houses & Gardens (HCF)
- First Friday Art Walk
- Second Sunday on King St

## April
- Blessing of the Fleet
- Cajun Festival
- Charleston Air Expo
- Charleston Farmers Market (Sat) *
- Charleston Film Festivals
- Cooper River Bridge Run*
- Family Circle Cup Tennis Tournament
- Festival of Houses & Gardens (HCF)
- Flower Town Festival
- Kulture Klash
- Mt. Pleasant Farmers Market (Tues)
- First Friday Art Walk
- Second Sunday on King St

## May
- Charleston Dog Show*
- Charleston Farmers Market (Sat) *
- First Flush Festival, Chs Tea Plantation
- Mt. Pleasant Farmers Market (Tues)
- SPOLETO USA/PICCOLO
- SPOLETO*
- First Friday Art Walk
- Second Sunday on King St

## June
- Charleston Farmers Market (Sat) *
- Mt. Pleasant Farmers Market (Tues)
- SPOLETO USA/PICCOLO
- SPOLETO*
- First Friday Art Walk
- Second Sunday on King St

## July
- Charleston Farmers Market (Sat) *
- Mt. Pleasant Farmers Market (Tues)
- SPOLETO USA/PICCOLO
- SPOLETO*
- First Friday Art Walk
- Second Sunday on King St

## August
- Charleston Farmers Market (Sat) *
- Mt. Pleasant Farmers Market (Tues)
- First Friday Art Walk
- Second Sunday on King St

## September
- Charleston Farmers Market (Sat) *
- Charleston Restaurant Week
- Fall Tours of Homes and Garden (PS)
- MOJA Arts Festival
- Mt. Pleasant Farmers Market (Tues)
- First Friday Art Walk
- Second Sunday on King St

## October
- Charleston Farmers Market (Sat) *
- Coastal Carolina Fair
- Fall Garden Tour
- Fall Tours of Homes and Garden (PS)
- MOJA Arts Festival
- Mt. Pleasant Farmers Market (Tues)
- Southern Living Taste of Charleston
- First Friday Art Walk
- Second Sunday on King St

## November
- Charleston Farmers Market (Sat) *
- Coastal Carolina Fair
- Holiday Festival of Lights
- James Island Connector Run
- First Friday Art Walk
- Second Sunday on King St

## December
- Charleston Farmers Market (Sat) *
- Holiday Festival of Lights
- Reindeer Run
- First Friday Art Walk
- Second Sunday on King St
Employment/Internship Opportunities

American College of the Building Arts
20 Franklin Street
Charleston, SC 29401
577-5245
http://www.buildingartscollege.us/

Avery Research Center for African American History & Culture
125 Bull Street
Charleston, SC 29401
contact: Sherman Pyatt 953-7608
www.cofc.edu/avery/

Charleston County Public Library
South Carolina Room
68 Calhoun Street
Charleston, SC 29403
805-6968
www.ccpl.org

Charleston Library Society
164 King Street
Charleston, SC 29401
723-9912
http://www.sciway.net/lib/cls_home.html

The Charleston Museum
360 Meeting Street
Charleston, SC 29403-2796
www.charlestonmuseum.org
*Charleston Museum house museums include Heyward Washington House and Joseph Manigault House

Charles Towne Landing State Park
1500 Old Towne Rd.
Charleston, SC 29407
852-4200
http://www.charlestowne.org/visitus.shtml

Drayton Hall
3880 Ashley River Rd.
Charleston, SC 29414
Contact: 766-0188 Carter Hudgins
www.draytonhall.org

Fort Moultrie & Fort Sumter, NPS
1214 Middle Street
Sullivan's Island, SC 29482
(843) 883-3123

Gibbes Museum of Art
135 Meeting Street
Charleston, SC 29401
722-2706
www.gibbesmuseum.org

Historic Charleston Foundation
40 East Bay Street
Charleston, SC 29401
contact: Katherine Saunders 723-3646
www.historiccharleston.org
HCF house museums include Aiken-Rhett House and Nathaniel Russell House

Middleton Place Foundation
4300 Ashley River Road, Charleston, SC 29414
(843) 556-6020 (800) 782-3608
Contact: Mr. Tracy Todd
www.middletonplace.org
*house museum include the Edmonston Alston House

National Trust for Historic Preservation
Southern Regional Office
440 King Street
Charleston, SC 29403 722-8552 Joe McGill

Planning and Urban Development (Board of Architectural Review)
75 Calhoun Street
Charleston, SC 29401
contact: Debbie Hopkins 724-3779
or Linda Bennett 724-3793

Preservation Society of Charleston
147 King Street
Charleston, SC 29401
www.preservationsociety.org
Contact: Robert Gurley 722-4630

Slave Mart Museum
Chalmers Street
Charleston, SC 29401
Contact: Nicole Green [GREEN@ci.charleston.sc.us]

South Carolina Historical Society
100 Meeting Street
Charleston, SC 29401
723-3225
www.schistory.org