

**Academic Advising**  
**Frequently Asked Questions (FAQs)**  
Revised 9/2010

**General Education:**

**1. Can the same course count for both my major and General Education requirements?**

Yes, courses may count toward a major or minor and General Education, with several exceptions: 1) SST alternate courses cannot be double counted and 2) some departments have stipulated that entry-level courses cannot count in the major/minor

**2. How can I petition to substitute a course in General Education?**

Petition forms are available online at: ([www.goshen.edu/gened/petition..html](http://www.goshen.edu/gened/petition..html)) or from the registrar's office web page.

**3. What are good reasons to request an exception to Gen. Ed. requirements?**

Good reasons: 1) desire to take a more advanced course or several courses rather than one specified in the General Education requirements, 2) schedule restrictions because of transferring from another school, 3) health restrictions

Poor reasons: 1) convenience, 2) personal preference, 3) late decision to change or add another major or minor, 4) high school study of the subject, 5) desire to take more courses in the major field.

General Education is intended to complement the major and stretch students in many directions; it is the essence of a liberal arts education.

**4. Is colloquium required for first-year students who first enroll in January?**

No. Special orientation activities will be in place for them, but no colloquium. The 1-hour requirement will be waived.

**5. Can continuing students register for courses that are marked "colloquium"?**

No. These sections are for first-time, first-year students only.

**Registration:**

**6. If I need a course that doesn't fit into my schedule, what are my options?**

- a. The NICE (Northern Indiana Consortium for Education) arrangement allows Goshen students to take up to two courses per semester at IUSB, Bethel, St. Mary's, Holy Cross or Ivy Tech at no charge on a space available basis. Registration forms are available in the registrar's office.

- b. Special registration via credit-by-exam, credit-by-experience or independent study. Forms are available in the registrar's office
- c. Take the course at another school (with departmental approval) and transfer the credits to Goshen. Online courses are available through some schools, including Indiana University, [scs@indiana.edu](mailto:scs@indiana.edu).

7. **What is the difference between credit-by-experience and independent study registration?**

- a. **Credit-by-Experience** is appropriate for experiences (80-120 hours per credit hour) with minimal supervision by a faculty member. See cost at Quick Links on the accounting office web page, <http://www.goshen.edu/accounting/>. Faculty remuneration is 30%. Forms are available from the registrar's office. Students have up to two years to complete this type of credit. Hours are not part of the regular semester load and financial aid is not available.
- b. **Independent study (readings)** is appropriate for a course listed in the catalog or for an original course planned jointly by the professor and student. Faculty members are expected to spend 3-4 hours per credit hour in planning, supervision and evaluation. See cost at Quick Links on the accounting office web page, <http://www.goshen.edu/accounting/>. Faculty remuneration is 40%. Forms are available in the registrar's office. Hours are not part of the regular semester load and financial aid is not available.
- c. **Independent study (tutorial)** is appropriate for a skills-based course such as language or laboratory science. Students have up to one year to complete the course. Faculty members are expected to spend the same number of contact hours as a regular course (15 hours per credit hour. See cost at Quick Links on the accounting office web page, <http://www.goshen.edu/accounting/>. Faculty remuneration is 80%. Forms are available in the registrar's office. Hours are not part of the regular semester load and financial aid is not available.
- d. **Special projects** registration is part of the regular semester load. This is independent study work for which there is no extra charge and the professor receives no extra remuneration. The registrar will "create" this course, upon authorization from the professor, to accommodate the individual registration. Financial aid is available as part of the regular semester load.

8. **Does any course taken at another college transfer to Goshen?**

- a. Must have a grade of C (2.0) or above.
- b. College must be regionally accredited.
- c. Maximum of 12 credit hours from a vocational/technical school.

**9. Can I register for a time conflict with two courses?**

No, not unless you have the permission of both professors involved. Approval documentation must be presented in the registrar's office and office personnel will override the registration system.

**10. When can I change the grade-plan of a course that I am taking?**

Grade plan changes can be made only during the drop/add period at the beginning of the term and must be done in the registrar's office.

**11. What should I do if I plan to take a semester or a year off, then return to GC?**

Fill out a Leave of Absence form in the registrar's office or on the registrar's website, giving a contact address and planned date of re-entry. You will be sent housing, financial aid and registration information before returning. You will not be required to apply for readmission.

**12. Can I take more than 15 hours (an overload) in a given semester?**

- a. Must be approved by adviser and registrar.
- b. Must have GPA of 3.0 or very special reasons to exceed the limit
- c. Overload hours are billed at additional cost

**13. Can I register for fewer hours for a course than what is indicated on the course offering list?**

No, not unless the catalog lists a variable credit for the course.

**14. Can I register for a depth credit?**

Yes, depth credits are available in most courses until the 12<sup>th</sup> week in the semester, with the consent of the instructor. The additional credit must be added in the registrar's office before the 12<sup>th</sup> week.

**15. If I retake the same course in order to improve my grade, how is the credit counted?**

During each term that the course is taken, the credit counts toward the student's course load, but the grade and credit hours for the last attempt are the only ones that can be counted toward graduation requirements and final GPA. The initial grade will remain on the transcript, but be marked as repeated.

### **Majors and Minors:**

**16. Can the same course count for both a major and a minor?**

Minor courses may duplicate the “related courses” in the major at the discretion of the department offering the major.

**17. Can the same course count for more than one major or more than one minor?**

Yes, but only on specifically required courses in both programs.

**18. Do double majors need to take two senior seminars and two internships?**

No. Only one of each is required. If the senior seminar and internship are not taken in a given major, it doesn't reduce the total number of hours required in that major. This will usually mean substituting another departmental course(s) for the seminar and/or internship not taken.

**19. What is the advising process for a second major or minor?**

Declare a second major or minor in the registrar's office and be assigned to a second adviser. Students must take the initiative to sign up for advising appointments with all advisers.

### **Senior issues:**

**20. What are special things that seniors need to be aware of as they prepare to graduate?**

- a. Students must complete an online degree application early in the senior year, stating the date they plan to complete graduation requirements. Please be as accurate as possible, since the graduation date (May, August or December) appears on the diploma and a new diploma must be printed if you do not complete requirements as scheduled.
- b. The Registrar does a graduation check two semesters before the scheduled graduation date and reports discrepancies to the student and the adviser.
- c. Common problems revealed in graduation checks include:
  - Courses within major or Gen. Ed. not completed
  - Course substitutions made by the departmental adviser, but not communicated to the registrar
  - Too many hours in one department (maximum 45).
  - Not enough senior level hours at GC (24 hours after reaching senior status of 90 credit hours must be at GC)
  - Convocation/chapel attendance deficits

## **SST:**

### **21. Does summer SST cost more?**

Possibly. French and some Spanish SST units have a surcharge to cover higher transportation costs. Tuition, room and board costs for summer SST are explained in the catalog. Goshen College financial aid awards do increase some, but not proportional to the increased cost of fall and spring semester plus summer SST. Some savings may be gained if students are able to attend only part-time in future semesters. Since individual cases vary considerably, students should check with the financial aid office to determine how much greater the cost for summer SST will be for them.

### **22. How do I register or change registration for SST?**

Forms are in the International Education office and on the registrar's web page. Students who are leaving GC should drop their future SST registration.

### **23. If I really have to get into a certain unit and I'm on the waiting list, what should I do?**

Talk to the Director of International Ed. in the SST office. Since some students sign up for two SST units, waiting lists move rather quickly.

### **24. Do I have a grading plan choice for SST?**

No, all SST credits are letter graded.

### **25. Are international students (F-1 visa) required to complete some kind of international education requirements?**

No, F-1 students (except Canadians) are exempted from this Gen Ed requirement. Canadians have the same requirement as US students.

## **General questions:**

### **26. When are placement tests available?**

Placement testing for language and math are available at the beginning of each semester. See the Academic Resource and Writing Center web page for the schedule.

### **27. How can students earn credit by exam?**

- a. CLEP tests to earn college credit are given once a month by the registrar's office. Prior registration and payment are required. Additional credit-by-exam fees are charged if this credit is applied to requirements in General Education, the major or the minor.

- b. Credit-by-Exam registration requires prior agreement with the faculty member who is administering the exam and a special form from the registrar. Payment is made before the exam is taken and is not refundable.

**28. If I drop some credit hours, how would that impact my financial aid?**

If you drop from full-time to part-time, or from part-time to more minimal part-time, your financial picture will change. How much it will change depends on how far into the semester you drop the course and what kind of aid you are getting. Talk to a financial aid counselor to find out the implications for your particular situation. If you drop to part-time, you will also need to pay half tuition for May term. Dropping from full-time to part-time automatically puts students on academic probation for the next semester.

**29. If my fall semester grades are below the minimum for my academic scholarship, will I lose it?**

Not necessarily. Your GPA for the entire school year determines your eligibility for an academic scholarship to continue.

**30. What if I want to audit a course?**

Full-time students may audit classes on a space-available basis and with permission of the instructor. Credit-by-exam may not be attempted in courses once audited. Audit permission forms are available from the registrar's office and must be signed by the professor. Some skill-building courses are not appropriate for audit.

**31. What Advanced Placement scores must be achieved to receive credit from GC?**

GC awards credit for AP scores of 3, 4, 5. Credit policies are available on the registrar's web page. Departmental practice varies on whether these credits replace entry-level courses in the department.