

Goshen College Academic Advising Handbook

2014

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ADVISING PROCEDURES

First-Year Students: During SOAR (Summer Orientation and Registration), students take placement and competency tests in language and Quantitative Literacy and pre-register for classes on campus or by telephone or email from admission counselors, the Registrar, or a faculty advisor who discusses the students' vocational and college plans and assist in course selections for the Fall semester.

1. During New Student Days, the Fall schedule is confirmed with the Core 100 advisor, who has access to advising information for each student. Students take math and language competency tests. Schedule changes are made depending on test results.
2. Spring and May registration may be finalized before the Drop/Add period ends or during November advising days.
3. In October, after a Major/minor fair, the Core 100 teachers will discuss selection of a major with each student.
 - a. If the student is ready to declare a major, the Core 100 teacher will indicate the student's choice on a form supplied by the Registrar's Office. The registrar's assistant assigns the student to a **departmental advisor** and enters Student Aims for use in the November advising appointment.
 - b. If the student is not ready to declare a major, the **student will remain with the Core 100 professor as advisor** until he or she is ready to declare a major. Students may declare a major or minor at any point by informing the Registrar.

Transfer and Readmitted Students:

1. **Those who are ready to declare a major** will be assigned a **departmental advisor** on the basis of the information provided by the summer advisor or by the admissions counselor and Student Aims will be entered in the Registrar's office. The Registrar's Office will schedule a departmental advisor appointment for each student during the opening days of each semester.
2. **Those who are not ready to declare a major** will meet with the **Registrar** for course scheduling during the opening days of the semester. Students may declare a major or minor at any point by informing the Registrar.

Declaration of Major: A student declares a major in the Registrar's Office and is assigned to a departmental advisor at the same time. Students may request a specific advisor but an effort will be made to distribute advisees evenly among advisors.

The "Decider" student who is ready to declare or change a major should:

1. Discuss the decision with the current advisor
2. Go to the Registrar's Office for assignment to a new, **departmental** advisor
3. Immediately arrange an appointment with the new advisor in order to discuss a four-year plan and plan registration changes

Processing the Advising Worksheet: A student's Advising Worksheet (available online) is a list of all requirements for graduation, including GC Core, major and minor. Advisors can make substitutions or changes in this worksheet after consultation with their departments.

1. **Course substitutions in the major or minor** require the form "Course Substitution Form (Major/Minor)" available as a fillable .pdf on the Registrar's website:
http://www.goshen.edu/gcdocs/Registrar/Course_Substitution_Form.pdf.
2. **Substitutions in the GC Core require approval** of the Goshen Core Curriculum Committee **prior to taking the substitute course**. Petition forms are available from the Registrar's website:
http://www.goshen.edu/registrar/files/2013/04/Petition-for-CORE-program-change_2013.pdf

ADVISING SCHEDULE

FALL SEMESTER ADVISING

School Start up Advising: Confirmation/changes for Fall schedule, competency testing

Final Check-in Day: Monday before fall semester classes begin

9:00 a.m. - noon. Advising appointments for transfer and readmission students (Registrar will contact you about scheduled appointments.).

1:00-4:00 p.m. Office hours for advising of preregistered students

Various times - Competency testing for Quantitative Literacy & foreign languages

Second Tuesday of semester, 5:00 p.m. - Deadline for Drop/Add and Grading Plan Changes.

Courses dropped between 2nd and 8th Tuesday will appear on the record as “W” (withdrawn). Those dropped after the 8th Tuesday will appear as an “F” or “NC.” Post clear office hours during first week of classes to advise students considering schedule or grading plan changes.

End of Semester Advising: (several weeks in November) Confirmation/change of Spring, May and Summer schedule

By late October or early November, advisors should post a schedule on their office doors for students to sign up for appointments during Advising Days. Send an email invitation to newly assigned first-year students.

SPRING SEMESTER ADVISING

Semester Start up Advising: Confirmation/Changes for Spring, May, and Summer schedule, competency testing

Tuesday before classes begin:

1:00-3:00 p.m. Advising appointments for transfer and readmission students (Registrar will contact you about scheduled appointments).

1:00-4:00 p.m. Office hours for advising of preregistered students

Second Tuesday of semester, 5:00 p.m. Deadline for Drop/Add and Grading Plan Changes.

Courses dropped between 2nd and 8th Tuesday will appear on the record as “W” (withdrawn). Those dropped after the 8th Tuesday will appear as an “F” or “NC.” Post clear office hours during first week of classes to advise students considering schedule or grading plan changes.

End of Semester Advising (several weeks late March/early April): Confirmation/change May/Summer term schedule; pre-register for following year.

Early March: Advisors will be able to see a list of all students currently assigned to them through Advising Resources available through MyGC.

By mid March, advisors should post a schedule on their office doors for students to sign up for appointments during Advising Days. Send advisees email invitation and instructions for preparing schedule prior to advising appointment.

Spring Advising Appointments: Students select courses for Fall, Spring, and May term of next year. When schedule is approved by advisor and student, advisor lifts the hold. Beginning with seniors, each class is given a date after which they can register online. Encourage students to consult you about changes they make. On-line registration is not available after May term without the Registrar’s assistance.

SUMMER ADVISING

Faculty advisors from each department should assist in new student registration at **SOAR events in June.** **If departing for SST, sabbatical, etc.,** make arrangements for reassigning students within department and report to the Registrar’s Office.

PLANNING AN ADVISING SESSION

1. **Be informed** about department requirements and expectations, as well as GC Core requirements. Consult your department colleagues, professors of specific courses, and the Registrar with questions. As you utilize the *Academic Catalog* and online advising tools, please report errors and discrepancies to the Registrar.
2. **Communicate advising expectations** by sending advisees departmental information and suggestions, posting appointment times, and encouraging them to see other major or minor advisors.
3. **Help new advisees consider a four-year plan**, even though the plan may change. Help students understand course offering cycles and academic expectations.
4. **Use the Advising Worksheet** to interpret both Core and departmental requirements to students. Assist them at each advising session to monitor progress toward meeting all program and degree requirements. NOTE: the Registrar's office assigns multiple "**aims**" (GC Core, SST, majors, minors, etc.) when a student declares a major or minor with the Registrar's office.
5. **Make course substitutions** in the major or minor when necessary, in consultation with the department chair and Registrar. It is important to report these substitutions, using a **form** found on the Registrar's website in order for the Registrar's office to make appropriate changes in the system.
6. **Review GC Core opportunities and requirements.** Encourage students to take appropriate placement tests and interpret scores. Contact the Academic Resource and Writing Center with questions. Students should prepare Core petitions in conjunction with the advisor and submit the petition to the GC Core direct **before** taking the proposed Core substitution class.
7. **Help students consider and finalize SST plans.** Ask student to submit an SST Enrollment form. Select a first and second choice unit. Forms are available from both the Registrar's website and the SST website. When they return to campus from SST, find ways to assist them with adjustment.
8. **For off-campus programs**, direct students to consult the Director of International Education and the Financial Aid office about opportunities and guidelines.
9. **Every spring, help students plan a course schedule** for the coming year. Expect students to come to advising appointments with a proposed schedule of classes. After an appropriate course schedule is agreed upon, **the advisor must lift the advising hold before the student can register for classes.** Do not lift the advisor hold without meeting with an advisee (exceptions can be made for students on SST). The advisor hold is an important incentive for students to schedule and prepare for advising. Students should inform the advisor if they make changes when they register.
10. **Students are responsible to register online** after the registrar "opens the gate" for the relevant class year (seniors are free to register first, then juniors, etc.). Instructions are available on the registrar's web site.
11. **Discuss and evaluate students' strengths and areas for improvement**, overall campus involvement, academic opportunities (Academic Symposium, Maple Scholars, Inquiry programs, etc), and vocational plans. When a student is on Academic Probation, encourage the student to consult with the Director of the Academic Resource and Writing Center about resources and options. **Make appropriate referrals** to the counseling office or other college resources when appropriate.
12. **In the senior year**, use the Registrar's Graduation Check memos or online Degree Audit for a careful verification that degree requirements will be met as planned. Intentionally address each graduation deficit identified.
13. **Inform students of vocational options** related to their major or program and provide information on graduate schools and employment, especially in relationship to senior seminar or similar courses. **Direct students to utilize Career Services** and participate in workshops offered every semester, such as résumé building and interview preparation.

RESOURCES FOR ACADEMIC ADVISING

1. **Goshen College Academic Catalog.** Hard copy given to all new students. Online catalog available in .pdf version. Contains information and regulations on all of the following. The catalog serves as an academic contract between students and all academic services.
 - Academic Calendar
 - Mission, Core Values, Outcomes
 - Student Life—policies and services
 - Academic requirements and policies
 - Overview of GC Core curriculum, International education program, special programs.
 - Major and minor requirements, four-year plan recommendations, and course descriptions.

2. **Registrar's Website:** Provides links to many resources, as well as transcript requests, and privacy rights (FERPA).
 - Academic Catalog and Course Offering Schedule (.pdf)
 - Schedules for Advising, Registration, Drop/Add, Exams
 - Textbook look-up
 - Testing Information: CLEP, AP, IB, Placement and competency

3. **Online Advising Tools.** Indicate requirements for GC Core, majors and minors and student completion of requirements. From the MyGC home page, log on at the top and click on Advising under "Academics." **Do not use the back arrow to navigate.** Note that this is where you should **lift the advising hold** after each advising appointment. For guidance in using these online resources, contact the Registrar (7517).
 - **Advisees list.** Sort by active or inactive. Send emails to all or selected advisees here. Click on individual names for individual information.
 - **Academic History** – Test scores, high school GPA.
 - **Course History** – courses taken at Goshen College, by term.
 - **GPA projection tool** – for current semester.
 - **Grade report** – for current term.
 - **Unofficial transcript** – with total credit hours and GPA.
 - **Advising meetings** - option for an online record of advising conversations.
 - **Degree audit** – shows current progress toward aims (Core, major, minor). Note that if course substitutions are made by the advisor, they must be submitted to the Registrar in order for the degree audit to reflect the substitutions.

4. **Course Offering Schedule** for the current year. A hard copy Course Offering schedule is printed in March for spring pre-registration. Updated schedules are posted line at the Registrar's website *Goshen College Catalog* and department web pages give fuller descriptions and guidelines for courses. NOTE: MyGC log-in "course search" option offers live enrollment information, such as seats available and number on waitlists.

5. **Forms available through the Registrar's Website**
 - Weekly schedule worksheet
 - Leave of Absence Form
 - Petition for GC Core Program Change
 - SST Enrollment Form
 - Major or minor course substitution form (fillable .pdf)

6. **Advisee's Academic Folder** OPTIONAL
If you like, you can create a paper file for each advisee to store notes, plans, and the Graduation Check during the senior year.

ADVISOR ROLES AND RESPONSIBILITIES

1. Develop a caring relationship with advisees.
2. Know and practice FERPA confidentiality rules.
3. Inform students of the nature of the advisor/advisee relationship.
4. Attend Advising meetings and stay informed about GC Core and current course offerings.
5. Interpret and provide rationale for policies, procedures, and requirements.
6. Help students define their strengths and develop realistic education and career plans.
7. Monitor progress toward educational goals.
8. Help students see connections between academic programs and occupation/career.
9. Approve all educational transactions (e.g., course selection, drop/add, SST requests, withdrawals, change of major, course substitutions, waivers, graduation requirements).
10. Maintain notes of meetings with each advisee—either paper or online.
11. Inform students of special services available to them for academic assistance and other needs.
12. Refer students when academic, attitudinal, attendance, or other personal problems require intervention by other professionals.

STUDENT ROLES AND RESPONSIBILITIES

1. Declare major and minor in Registrar's Office to initiate "Aims" declarations in the online advising system.
2. Provide Admissions with transcripts from high school or other colleges.
3. Complete appropriate placement and competency tests.
4. Clarify personal values, abilities, interests and goals.
5. Schedule and keep advising appointments with all major and minor advisors during Advising Days. Take initiative to set additional appointments as needed.
6. Become knowledgeable and adhere to institutional policies, procedures, deadlines, and requirements.
7. Prepare for advising sessions and bring appropriate resources and materials (e.g., Course Offering Schedule, *GC Catalog*, proposed course schedule, etc.).
8. Follow through on actions identified during each advising session.
9. Utilize campus resources such as the Academic Resource and Writing Center, Career Services, Counseling, etc.
10. Request re-assignment to a different advisor or declare a change in major or minor from Registrar's Office.
11. Consult with appropriate departments and advisor on any program changes or course substitutions. Complete and submit appropriate paperwork.
12. Accept final responsibility for all decisions.

ACADEMIC ADVISING FREQUENTLY ASKED QUESTIONS (FAQS)

Goshen Core:

1. **Can a GC Seminar course also count as a Perspectives course?**
Yes, in the relevant content area. However, the GC Seminar cannot also count toward a major requirement.
2. **Can the same course count for both the Goshen Core and the major/minor requirements?**
Only Perspectives courses can double count, at the discretion of the major department.
3. **How can I petition to substitute a course in the Goshen Core?**
Petitions must be approved before an alternate course is taken. The petition form is available from the GC Core Director and will be reviewed by the Goshen Core Curriculum Committee at regular intervals.
4. **What are good reasons to request an exception to Core requirements?**
Good reasons: 1) desire to take a more advanced course or several courses rather than one specified in the Core 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.
5. **Can students register for more than one Goshen Seminar?**
No. These courses are for first-year or transfer students. Exceptions may be granted for individual circumstances.
6. **What are the Core requirements for second degree students?**
Post-grads (BA or BS) will not be required to complete any additional courses from the Goshen Core. Goshen distinctives are adequately built into the majors.
7. **Is a minimum grade required for Core courses?**
Any passing grade in a Core course will meet the relevant requirement, except in SST language prerequisites where a minimum grade of "C" must be earned.

Registration:

8. **If I need a course in my major or minor that doesn't fit into my schedule, what are my options?**
 - 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 extra charge on a space available basis. Registration forms are available in the registrar's office. This arrangement does not include online courses.
 - Special registration via credit-by-exam, credit-by-experience or independent study. Forms are available in the registrar's office
 - Take the course at another school (with departmental approval) and transfer the credits to Goshen. Online courses are available through many schools, including GC.
9. **What is the difference between credit-by-experience and independent study registration?**
 - **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.

- **Independent study (readings)** is appropriate for a course listed in the catalog or for an original course planned jointly by the professor and student. Students have up to one year to complete the course. 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.
- **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.
- **Directed study** 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.

10. Do courses taken at another college transfer to Goshen?

Yes, but after initial matriculation at Goshen, transfer courses must be formally approved before they can be used in the Goshen Core program. These criteria determine acceptance of transfer credit.

- Must have a grade of C (2.0) or above.
- College must be regionally accredited. Otherwise syllabi must be reviewed by relevant GC faculty.
- Maximum of 12 vocational/technical credit hours.

11. Can I register for two courses with time conflicts?

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.

12. 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. Courses in the Goshen Core and in the major/minor must be taken for letter grades.

13. What should I do if I plan to take a semester or a year off, and 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.

14. Can I take more than 16 hours in a given semester?

The registration system is set up to prevent an overload. All overloads must be approved by the registrar and he will override the system. Overload hours are billed at additional cost.

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

No, not unless the course is listed as variable credit.

16. Can I register for a depth credit?

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

17. 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 most recent attempt are the only ones that can be counted toward graduation requirements and final GPA. The initial grade will remain on the transcript, but will be marked as repeated.

Majors and Minors:**19. 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. Not all majors have “related courses.”

20. 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.

21. Do students with a double major need to take two senior seminars and two internships?

No. Only one of each is required. However, 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.

22. 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 advisor. Students must take the initiative to sign up for advising appointments with all advisors.

Senior issues:**23. What are special things that seniors need to be aware of as they prepare to graduate?**

- Students must complete an online degree application early in the senior year, stating the date they plan to complete graduation requirements.
- The Registrar does a graduation check two semesters before the scheduled graduation date and reports discrepancies to the student and the advisor.

Common problems revealed in graduation checks include:

- Courses within major or Core not completed
- Course substitutions made by the departmental advisor, but not communicated to the registrar
- Too many hours in one department (maximum 45)
- Not enough senior level residential hours at GC (24 hours after reaching senior status of 90 credit hours must be at GC)
- Convocation/chapel attendance deficits
- Not enough credit hours (120 minimum)

SST:**24. Does summer SST cost more?**

Possibly. SST units have a surcharge to cover high transportation costs. Tuition, room and board costs for summer SST are explained in the catalog. Goshen College financial aid awards do increase some, but usually 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.

25. 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.

26. 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 CIIE office. Since some students are on multiple lists, waiting lists change rather quickly.

27. Do I have a choice in grading plan for SST?

No, all SST credits are letter graded.

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

Yes, F-1 students have the same international education requirement as other students. The one exception is that if English is not the students' native language, a language prerequisite is not required for the on-campus alternative program.

General questions:

29. When are placement tests available?

Placement testing for language and math are available at the beginning of each semester. See <http://www.goshen.edu/registrar/testing/placement/> for the schedule.

30. What Advanced Placement and International Baccalaureate scores must be achieved to receive credit from GC?

GC awards credit for AP scores of 3, 4, 5 or IB scores of 5, 6, and 7. Credit policies are available on the Registrar's web page. Departmental practice varies on whether these credits replace entry-level courses in the department.

31. How can students earn credit by exam?

- CLEP tests to earn elective 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 the major or the minor. CLEP credit may not be used to meet GC Core requirements.
- Credit-by-Exam registration requires prior agreement with the faculty member who is writing and administering the exam and a special registration form in the registrar's office. Payment is made before the exam is taken and is not refundable.

32. 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 receiving. 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.

33. 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.

34. 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 or Placement exams may not be later 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 available for audit.

SPECIAL RESOURCES AVAILABLE

Academic Resource & Writing Center

The Academic Resource and Writing Center (ARWC) is located on the first floor of Good Library. It provides the following services:

- Placement and competency tests
- Writing Center and Writing Mentor Program
- Peer Tutoring Program
- Assistance improving organizational and time management skills
- Special services for students with documented learning disabilities

For more information, see www.goshen.edu/studentlife/arwc/

Counseling Services

Goshen College considers the choice to get counseling to be a mature decision. Counselors often discuss the adjustment to college life with students, including questions about faith, sexuality and lifestyle. Other common questions include motivational problems, stress, depression, substance abuse and eating disorders. Counselors are available to any student to talk about feelings toward self and others.

- **On-campus resources**
Students may have **up to three free sessions with a campus counselor**. Call 7543 to make an appointment with campus counselors, located in the lower level of Kulp Hall or make an appointment by email. See information at <http://www.goshen.edu/campuslife/counseling/>
- **Off-campus resources**
If students prefer an off-campus setting, they should call 7543 to learn about options, including cost and availability, and will not be asked for details of their situation. Several agencies and private counselors are available in Goshen and Elkhart. Costs are determined by student health insurance carrier and health care provider.

Career Services

Students are warmly invited to visit Career Services, located in Ad 04 as a part of the Alumni & Career Networks in the Advancement Office. Services include:

Resources:

- An extensive, interactive web site with descriptions of specific internships and post-college jobs. The site also includes links to related resources. Explore this URL: <http://www.goshen.edu/careerserv>
- A class called Career Exploration, DCS 210, taught each spring semester. This one-credit course is designed for students who desire assistance in choosing a major and gaining greater focus for career direction
- JobsAnnounce listserv, a job and internship announcements sent to you via e-mail
- Materials on careers, internships and graduate schools available in Good Library

Workshops and Events: (Career Services will post a calendar of events on the web site)

- Résumé writing and on-line résumés
- Internship, service, and job fairs
- Graduate school workshops
- Mock interviews
- Alumni scholars speaking on work-related issues