

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.