Handbook for Advising Students

Facts

and

Tips

Revised by:
Academic Records Office
July 2011
<table>
<thead>
<tr>
<th>Hrs</th>
<th>Year to be taken</th>
<th>Name of Requirements</th>
<th>Fulfilled by one of the following:</th>
<th>Tips/Notes</th>
</tr>
</thead>
</table>
| (1-16) | | Competency - Physical Education | Point 1*: PHED 101, 237, or CHEM 187**  
Point 2***: PHED 124, 135, 138, 140, 220(L), 128, 330(L); REC 104(L), 202(L), 203 (L), 211(L), or 212(L)  
Point 3**: INTS 50; PHED 121, 122, 129, 130, 131, 135, 137, 138, 140, 145, 146, 148, 228(L), 229(L), 230(L); REC 109 (L, meets 3&4); MSL 301, 302, 401, AND 402 with C- or above (L)  
Point 4***: INTS 51; EQST 113, 114, 276, 323, 325; PHED 123, 124, 125, 126, 133, 136, 139, 141, 147, 220(L); REC 103(L), 104(L), 109(L), 202(L), 203 (L), 211(L), 212, 227; MSL 101, 102, 201, AND 202 with C- or above (L) | Must earn all 4 points; at least 1 point in each of 3 years  
* for 1-4 credits  
** Student may but need not take the lab, CHEM 188  
*** can be for credit or not for credit unless otherwise noted (L=must take for letter grade)  
\( \Delta \) Intercollegiate Basketball, Indoor Track/Field, or Volleyball  
\( \Delta \Delta \) Intercollegiate Cross-Country, Field Hockey, Soccer, Track/Field  
Transfer student exemption: not required to take in 3 separate years |
| (0-4) | 1st | Competency - Writing | WRIT 101; ENGL 207; INTS 153, 154, 155; OR  
A student has fulfilled this requirement if he/she earned at least a:  
- 4 on AP English Language exam;  
- 600 on Writing portion of the SAT;  
- 26 on Writing portion of the ACT. | Required 1st year |
| (0) | | Competency - Quantitative Literacy | A student has fulfilled this requirement if he/she:  
- passes ECON/BADM/PSY/SOC 309;  
- earned at least a 600 on Math portion of SAT;  
- earned at least a 28 on Math portion of ACT;  
- completed at least 3 years of standardized math* in grades 9-12 and earned at least 85% or a B in the 3rd year**;  
- passed a college math course*** elsewhere with a grade of C- or better;  
- passes a Houghton College Quantitative Literacy Competency Exam after matriculation; OR  
- earned a score of at least a 2 on AP Statistics, AP Calculus AB, or AP Calculus BC.  
- takes a Houghton College Math course | Students who do not satisfy the Quantitative Literacy competency by any of the methods listed below must take one of the MATH courses which meet the MATH integrative studies requirement of the Understanding the Natural World category.  
** Students who have taken a fourth year of math during grades 9-12 may request that their fourth-year grade be used to determine satisfaction of the Competency.  
*** Includes College Algebra or Precalculus |
<p>| (0-8) | Competency - Foreign Language | Any prerequisite plus: FREN 102; GERM 102; SPAN 102, 112, 122, 132, 142, 207, 211; LATIN 102; HEBR 102; GREK 102; OR A student has fulfilled this requirement if he/she: - earned at least a 3 on an AP language or literature exam in a language other than the student's native tongue; - attends a semester abroad including at least 4 hrs in a foreign language - attends an overseas program with no formal language component*; - tests out via a placement exam such as WEBSCAPE administered by the Dept. of World Languages &amp; Literatures; - transfers in approved credits from other college coursework (or equivalent through a test such as CLEP); - transfers in two semesters (or equivalent) of American Sign Language; or - completed 3 years of a single foreign language in high school with a cumulative B+ average. Students whose native tongue is other than English may demonstrate English proficiency sufficient to satisfy this requirement by successfully meeting all other Houghton College graduation requirements. | * Subject to approval by department of World Languages &amp; Literatures and Integrative Studies. May include a summer/semester/year abroad engaged in activities such as internships that require extensive use of a language other than the student's native tongue. |
| (4) | 1st | Faith Foundation - Bible | BIBL 101*; or Students with at least two years' study of Bible in high school and at least a B average in those courses may take a 200-level BIBL course** for their IS Bible requirement.*** | * Should be taken 1st year ** Exclusions: BIBL 251 and 261 *** can be another year |
| (4) | Faith Foundation - Theology | THEL 209*, 209H; or INTS 153. | <em>usually taken in student’s second year |
| (0-4) | Culture – Art or Music | ART 131, 132, 211, 221, 231, 232, 234, 235, 236, 237, 238, 245, 251, 255, 261, 271, 281, 284, 295 (Watercolor, Imaging Landscape, Portraying Place, Artist Book, Public Studio, or Textile &amp; Fiber Design), 314, 340; or MLT 211; MTH 225 &amp; 226</em>; MHS 231 &amp; 232*; MHS 333*, 334*, 222, 254; MCHU 451; MCHU 311 &amp; 312*; or 4 semesters of the same category of major instrumental or choral ensemble, with or without credit.** | * Must take both ** Includes Men’s/Women’s/College Choir, Philharmonia, and Symphonic Winds. Other ensembles possible if approved by ensemble director. Admission by audition or hearing. by instructor permission |
| (4) | 1st | Culture – History | HIST 101 &amp; 102*; HIST 103 &amp; 104*; HIST 105, 105H, 220, 359, 360, 361, 362, 325, 326, 332, 230, 368, 223, 224, 249; INTS 153. | Encouraged to take at least one HIST or PHIL 1st year * Must take both |
| (3-4) | Culture – Literature | ENGL 202, 213, 214, 217, 218; INTS 153, 203*, 203H*; or may be satisfied by completion of a major or minor in English or a major in Writing. | <em>INTS 203 meets both Literature and Philosophy requirements |
| (3-4) | 1st | Culture – Philosophy | INTS 203</em>; PHIL 202, 203, 203H, 204, 230, 243, 244, 245, or 246. | Encouraged to take at least one HIST or PHIL 1st year *INTS 203 meets both Literature and Philosophy requirements |</p>
<table>
<thead>
<tr>
<th></th>
<th>Understanding the Natural World</th>
<th>Any BIOL lab science; CHEM 151, 187/188; PHYS 102, 130, 151; ESCI 101, 212; or INTS 154/155.</th>
<th>Must be a lab science</th>
</tr>
</thead>
</table>
| (2-4) | Understanding the Natural World | Any class that meets Lab Science; or CHEM 121, 187*; PHYS 140; ESCI 101*, 212*; MATH 111, 115, 131, 181, 182, 183; or CSCI 211. | Prefix must be different from Lab Science.  
* If Quantitative Literacy in Competencies is not met, must take: MATH 115, 180, 181, 182, or 183  
* If Quantitative Literacy Competency is met, MATH 115 is not an option.  
* May be taken for 4 hours including a lab or for 3 hours without a lab. |
| (2-4) | 1st Community Categories: ANTH, COMM, ECON, POLS, PSY, SOC | Econ Combination - ECON 201 AND one of the following: ECON 210, 211, 212, 213, 214, or 237;  
OR  
ANTH 243; BADM 301 (COMM); COMM 101, 205, 214, 215, 216, 244, 319; INTS 153 (POLS), 159 (COMM); POLS 205; PSY 111, 218, 230; SOC 101, 222, 225, 226, 237, 328*, or 329+ | If student chooses to fulfill this requirement with Economics, they must take both ECON 201 and another approved ECON course. They will need to take an additional course in a different category to fulfill their 2nd Community requirement.  
* May use only one of these courses for one Community IS req.  
* Must take both. |
| (2-4) | 2nd Community Categories: ANTH, COMM, ECON, POLS, PSY, SOC | Econ Combination - ECON 201 AND one of the following: ECON 210, 211, 212, 213, 214, or 237;  
OR  
ANTH 243; BADM 301 (COMM); COMM 101, 205, 214, 215, 216, 244, 319; INTS 153 (POLS), 159 (COMM); POLS 205; PSY 111, 218, 230; SOC 101, 222, 225, 226, 237, 328*, or 329+ | Category must be different than 1st Community  
If student chooses to fulfill this requirement with Economics, they must take both ECON 201 and another approved ECON course.  
* Must take both. |
Facts to remember when scheduling First Year Students

1. **ALL First year students MUST fulfill:**
   Faith Foundation – Bible:
   - BIBL 101 Biblical Literature
   - Students with at least two years’ study of Bible in high school and at least a B average in those courses may take a 200-level BIBL course for their IS requirement
   (Exclusions: BIBL 251 and 261)
   Competency – Writing:
   - WRIT 101; ENGL 207; INTS 152, 153, 154, 155;
   - A student has fulfilled this requirement if he/she:
     - earned at least a 4 on AP English Language exam; OR
     - earned at least a 600 on Writing portion of the SAT.
     - earned at least 26 on Writing portion of ACT

2. **ALL First year students SHOULD fulfill:**
   - At least one HIST or PHIL course toward their Culture requirement:
     - History – HIST 101 & 102*; HIST 103 & 104*; HIST 105, 220, 359, 360, 361, 362, 325, 326, 332, 230, 368, 223, 224, 249; INTS 152, or 153
     - * must take both
     - Philosophy – INTS 152, 203; PHIL 202, 203, 243, 244, 245, or 246

3. Light Load is no more than 14 hrs during fall semester

4. Highlander:
   - a. Does not put a light load student over their limit.
   - b. Is finished before the academic year begins.
   - c. Counts in the fall hours toward the 36 total when calculating for tuition-free Mayterm.
   - d. Costs $600 additional tuition if the student has 19 hours for the fall term.
   - e. There is also a $566 Highlander fee for food, equipment, and entrance fees

1. Part of retention is NOT overloading a First Year Student during the first semester.
   For those who are concerned that 14 hours the first semester will jeopardize their graduation:
   - 124 hours/4 years = 31 hours average per year
   - 31 hours/2 semesters = 15.5 hours per semester

<table>
<thead>
<tr>
<th>Fall</th>
<th>Spring</th>
<th>May</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>14</td>
<td>14</td>
<td>4</td>
<td>32</td>
</tr>
<tr>
<td>16</td>
<td>14</td>
<td>2</td>
<td>32 + 32 = 64    (by the end of the second year, one is a junior)</td>
</tr>
<tr>
<td>15</td>
<td>15</td>
<td>2</td>
<td>32 + 64 = 96    (by the end of the third year, one is a senior)</td>
</tr>
<tr>
<td>14</td>
<td>14</td>
<td></td>
<td>28 + 96 = 124   (by the end of the fourth year)</td>
</tr>
</tbody>
</table>

   This includes 3 tuition-free Mayterms for three hours each. No semester is over 15 hrs. It includes reaching a new classification each year. If a student takes more hours in the semesters, or transfers in summer work, college credit or AP before arriving, depending upon the major, a student might not need to take Mayterms (may depend on major).

   This is how the hours can work. A particular major may have additional constraints – certain pre-requisites or special courses needing to be taken at certain times. Some off campus programs may cause an alteration of the number of hours per semester.

   **Students who change majors or do not follow the major program as designed by the department may find they cannot use this schedule. They may need more hours in a particular semester. Deciding upon certain majors later in the career may even involve needing additional hours.**

2. Full-time students during both fall and spring semester are allowed up to 4 hours of tuition-free Mayterm if their Mayterm and previous fall, spring attempted hours do not exceed the maximum allowed under flat rate tuition charge (36 hours for 2010-2011). Highlander is counted in the 36 hours.
   Students are allowed to take the four hours in the following ways:
   - Option #1 - 1 class x 4 credit hours = 4 credit hours total
   - Option #2 - 2 classes x 2 credit hours = 4 credit hours total
   - Option #3 - (1 class x 1 credit hour) + (1 class x 3 credit hours) = 4 credit hours total
   - Option #4 - (2 classes x .5 credit hours) + (1 class x 3 credit hours) = 4 credit hrs total

   Trip exception rule: Sometimes a travel course occurs later in the summer rather than during the Mayterm period. Such courses may be taken without extra tuition except for the hours that would exceed 36 for the entire year unless the student has taken another course during the Mayterm period.
Facts to remember when building fall schedules for First Year Honor: East Meets West students who will be on Houghton campus during the next spring

1. The 15 credits they obtain during Spring and Mayterm from East Meets West will fulfill the following requirements:
   - Competency: Writing
   - Culture: History & Literature
   - Community: Political Science
   - Faith Foundation: Theology

   So the student does NOT take these courses during the fall.

2. Is any AP credit expected? If so, check the AP chart to see what credit would be granted depending upon their score.

3. Fall courses:
   - Biblical Literature or Advanced Bible
   - A course for the major
   - Perhaps one of the following:
     - Science
     - Mathematics
     - Integrative Studies Requirements
     - Foreign language--If the student tested into Level 2, he/she should take it to complete the requirement.

4. Since the 15 hours of the East Meets West program are spread over the spring semester and Mayterm, students are allowed to take another course during their spring semester on campus. In some cases (bio, chem., educ, physics, etc), students will need to take a major course in the spring. Some majors have a very specific sequence for the required courses, and if a class is not taken in the spring, students will be at a disadvantage the next fall. Students and advisors should investigate the requirements for the major to determine if a specific class is required in the spring.

Facts to remember when building fall schedules for Science Honors students

1. The credits they obtain during the first year from Science Honors will fulfill the following requirements:
   - Competency: Writing
   - Culture: History
   - Creation: Lab Science
   - Creation: Math
   - Community: Communication

   The credits they obtain during the Fall of the second year from Science Honors will fulfill the following requirements:
   - Culture: Philosophy
   - So the student does NOT take these courses during the fall.

2. Is any AP credit expected? If so, check the AP chart to see what credit would be granted depending upon their score.

3. Fall courses:
   - Biblical Literature or Advanced Bible
   - A course for the major
   - Perhaps one of the following:
     - Integrative Studies Requirements
     - Foreign language--If the student tested into Level 2, he/she should take it to complete the requirement.
     - 2nd Community (not Communication)
Facts to remember when building fall schedules for First Year Honor: Contemporary Contexts students who will be on Houghton campus during the next spring

4. The 11 credits they obtain during Spring and Mayterm from Contemporary Contexts will fulfill the following requirements:

   Competency: Writing
   Culture: History, Literature, & Philosophy

During the following Fall, they will receive 4 credits fulfilling the following requirement:

   Faith Foundation: Theology

So the student does NOT take these courses during this fall.

5. Is any AP credit expected? If so, check the AP chart to see what credit would be granted depending upon their score.

6. Fall courses:

   Biblical Literature or Advanced Bible
   A course for the major
   Perhaps one of the following:

       Science
       Mathematics
       Integrative Studies Requirements
       Foreign language--If the student tested into Level 2, he/she should take it to complete the requirement.

Since students will receive only 8 hours from the Contemporary Contexts program during the Spring, they will need to take at least one other 4-hour course during their spring semester on campus. In some cases (bio, chem., educ, physics, etc), students will need to take a major course in the spring. Some majors have a very specific sequence for the required courses, and if a class is not taken in the spring, students will be at a disadvantage the next fall. Students and advisors should investigate the requirements for the major to determine if a specific class is required in the spring.

Facts to remember when building fall schedules for students planning on grad school

   It is important to register students for the appropriate Statistics course for their intended major.
How Advanced Placement Scores May Grant Credit at Houghton College (revised 8/2010)

ART
Studio Art score of 4 or 5 = 4 semester hours of non-major art
Art History score of 4 or 5 = 4 semester hours of non-major art; fulfills Fine Arts IS requirement

BUSINESS
Statistics score of 4 or 5 = Dept of Business & Economics grants 4 hours of Statistics credit

ENGLISH
English Language and Composition score of 4 or 5 = 4 semester hours of Writing in the Liberal Arts; satisfies Writing Competency
English Literature and Composition score of 4 or 5 = 4 semester hours of Writing in the Liberal Arts; satisfies Culture: Literature

Should a student take both English AP exams, he/she would receive credit for both Writing in the Liberal Arts and Culture: Literature

LANGUAGE
Language score of 4 or 5 = 4 semester hours of intermediate language;
score of 3 satisfies Foreign Language Competency – no course credit granted
Language literature score of 4 or 5 = 4 semester hours of elective language credit;
score of 3 satisfies Foreign Language Competency – no course credit granted

MUSIC
Music Theory score of 4 or 5 = 4 semester hours of MTH 225-226 Music Funds. & Musicianship Dev: Intro to Tonality

SCIENCE AND MATH
Calculus AB score of 4 or 5 = 4 semester hours of Calculus I;
score of 2 or 3 satisfies Quantitative Literacy Competency – no course credit granted
Calculus BC score of 4 or 5 = 4 semester hours of Calculus I and 4 semester hours of Calculus II;
score of 2 or 3 satisfies Quantitative Literacy Competency – no course credit granted
Biology score of 5 = 8 semester hours of General Biology
score of 4 = 4 hours of General Biology I or II (If pursuing a major in Biology, consult department chair)
Chemistry score of 5 = 4 semester hours of General Chemistry (1st semester)
score of 4 = 4 semester hours of lab science – not General Chemistry I
Computer Science AB score of 4 or 5 = 4 semester hours of elective credit in Computer Science
Environmental Science score of 4 or 5 = 4 semester hours of Environ. Earth Sci. OR lab science
Physics C /Mechanics score of 4 or 5 = General Physics I
Physics C/ Mechanics score of 4 or 5 AND AP Physics C /Electricity & Magnetism score of 5 = General Physics I and II
Physics B score of 5 = 4 semester hours of General Physics I
Physics score of 4 = 4 semester hours of lab science – Not General Physics I

SOCIAL SCIENCES
World History score 4 or 5 = 3 semester hours of elective credit
American history score of 4 or 5 = 3 semester hours of elective credit
Human Geography score of 4 or 5 = 3 semester hours of elective credit
Economics MIC or MAC score of 4 or 5 = 4 semester hours of micro- or macroeconomics
European history score of 4 or 5 = 3 semester hours of credit and second semester of Western Culture waived
Government score of 4 or 5 = 3 semester hours of Community: POLS credit
Psychology score of 4 or 5 = 4 semester hours of Introduction to Psychology (meets 1 Community: PSY)

OTHERS
Statistics score of 4 or 5 = 4 semester hours of elective credit;
score of 2 and up satisfies Quantitative Literacy Competency – no course credit granted
Occasionally, department chairs evaluate AP scores in other areas. Four semester hours of college credit are typically granted for scores of 4 or 5.
Academic Graduation Checklist - also available on the ARO web page

<table>
<thead>
<tr>
<th>Item</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Declare a major by the end of your Sophomore year by filling out a</td>
<td>DEGREE/MAJOR/MINOR SELECTION card obtained in the Academic Records Office or from the ARO webpage. You and your advisor will then be sent an official degree audit sheet.</td>
</tr>
<tr>
<td>If not done on the DEGREE/ MAJOR/MINOR SELECTION form, you may declare a Minor by filling out a MINOR CHANGE card in the Academic Records Office (most minors are optional).</td>
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<tr>
<td>Update your Degree Audit Sheet each semester</td>
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<tr>
<td>Complete the Integrative Studies requirements</td>
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<tr>
<td>Complete your Major requirements</td>
<td>- Grades must be C- or better</td>
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<tr>
<td>- Half of your credit hours in major must be at Houghton College</td>
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</tr>
<tr>
<td>Complete your Minor requirements (if you have one)</td>
<td>- Grades must be C- or better</td>
</tr>
<tr>
<td>Complete Concentration (if required in your major)</td>
<td>- Grades must be C- or better</td>
</tr>
<tr>
<td>Deliver your diploma order form to the Academic Records Office by</td>
<td>Sept. 30 of your Senior year</td>
</tr>
<tr>
<td>Complete a minimum of 124 hours (128 hours for BMus degree)</td>
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<tr>
<td>Have a 2.0 grade point average or better</td>
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<tr>
<td>Complete 30 credit hours at Houghton College</td>
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<tr>
<td>Complete 18 of the last 24 credit hours at Houghton College</td>
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</tbody>
</table>

NOTES: A student must complete at least one major.

No more than 8 credit hours of Equestrian Studies may count toward graduation unless the student is a recreation major with an equestrian studies option or an equestrian studies minor.

No more than 8 credit hours of ROTC or Theatre Workshop may count toward graduation.

No more than 8 credit hours of applied music may count toward graduation for students who are not majoring or minoring in music.

Non-exempt students who take more than 8 hours in these categories need to take additional credits (equal to the number of credits they take beyond 8) above and beyond those normally required for graduation (124, 125, 129). If a non-exempt student who needs 124 credits to graduate, takes 10 hours in ROTC/EQST/Theater Workshop, that student will need 126 hours to graduate. This is necessary because the additional hours in these categories are included on the transcript but not allowed to count toward the 124, 125 or 129 required for graduation.

**TRANSFER STUDENTS will need 62 hours from HC to receive graduation Latin honors.**

***Only Students with 90 hrs of HC credit are eligible to be valedictorian or salutatorian. Valedictorian and salutatorian must be May graduates.***

****If a replacement diploma is needed, there is a fee of $15.00. It may take two to three weeks to arrive.***