

## **Advising FAQ**

### **Q. What catalog is my advisee using?**

A. Students usually use the catalog for the year they first started at Houghton. They can choose to move to a catalog from any year in which they're attending Houghton. In this case, you'll need to work with your advisee to be sure they understand the differences in requirements between catalogs.

### **Q. Can my advisee use the General Education (Gen Ed) requirements from one catalog and the Major requirements from another?**

A. Students should always use the most recent General Education requirements/options. However, all major/minor/concentration requirements should be from the same catalog. Exceptions must be approved.

### **Q. Can my advisee use the same class to meet 2 requirements (e.g. Gen Ed requirement and a major/minor requirement)?**

A. Between General Education and Major/Minor: There is no limit on the number of credit hours that can be double-counted between Gen Ed and major/minor requirements.

A. Between Majors and Minors: Double-counting between majors and minors is only allowed if a) there are at least 24 hours in each major not double-counted and b) there are at least 12 hours in each minor not double-counted.

### **Q. Can my advisee register for more than 18 credit hours in a semester?**

A. Students are usually limited to 18 credits each semester. However, students can petition to take more than 18 credit hours if they can support their request. The petition must be approved by the Academic Petitions Committee.

*Important note: If a petition to take more than 18 hours is approved, overload tuition for each credit hour over 18 will be added to the student's bill.*

### **Q. What grade is required for a course to count for a major, minor or concentration? For Gen Ed?**

A. Students must receive a C- or better in each course for their major, minor, or concentration (exception: education/music education majors must receive a C or better).

Students must receive a D- or better (i.e., pass) in each course for Gen Ed.

### **Q. When is Independent Study paperwork due?**

A. All Independent Study paperwork must be completed and in the Registrar's Office by the end of the add/drop period. However, *students who need the Independent Study to become full time must submit their paperwork by the end of the previous semester (for billing purposes).*

### **Q. How can my advisee have a course substituted, or transferred into Houghton?**

A. Substitutions may be made under advisement and with the approval of the appropriate area dean (via Stellic workflow)

A. Non-Houghton courses: There is a Non-Houghton Course Prior Approval Form that goes to the appropriate area dean, and then the Registrar's Office for approval. We check for content, accreditation, etc.

**Q. My advisee will be doing an internship. When/how should he or she register?**

A. Students must enroll for the Fall, Spring, Mayterm, or Summer before the field placement occurs. They should register prior to the beginning of the internship.

The Office of Vocation and Advising can assist students in completing the internship process.

**Q. How can my advisee audit a course?**

A. Students may audit lecture and seminar courses with instructor approval. If the instructor is willing, he or she should email approval to [registrarsoffice@houghton.edu](mailto:registrarsoffice@houghton.edu) to sign the student up to audit the course.

Applied, studio, activity, and other courses that require personal attention from the professor require payment of full tuition and fees. However, a full-time student will be charged extra tuition only if taking the course for credit would place the student above 18 semester hours.

*Note: If the course, taken for credit, would have pushed the student's schedule over 18 hours, a \$60/credit audit fee will be attached to the student's bill.*

Students may switch a regularly registered course to an audit during the first 5 weeks of class. This will look like a withdrawal from the credit section and an addition of the audit section. Instructor approval is required for this change. The full Audit Policy can be found here. (<http://www.houghton.edu/registrar/audit/>)

**Q. My advisee has only been here for 1 semester, but he or she is classified as a sophomore. What's happening?**

A. Student classification is determined by the number of credit hours they have earned. Many first year students bring in enough credit hours to earn sophomore status after their first semester.

*Classification chart:*

<i>First year:</i>	<i>0-27 credit hours</i>
<i>Sophomore:</i>	<i>28-59 credit hours</i>
<i>Junior:</i>	<i>60-89 credit hours</i>
<i>Senior:</i>	<i>90-etc. credit hours</i>