

Advising FAQ

What catalog is my advisee using?

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.

Can my advisee use the IS requirements from one catalog and the Major requirements from another?

No, each student must pick one catalog and meet all of their requirements as outlined in that catalog.

Can my advisee use the same class to meet 2 requirements (e.g. IS requirement and a major/minor requirement)?

This depends.

Between IS and Major/Minor: There is no limit on the number of credit hours that can be double-counted between Integrative Studies and major/minor requirements.

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 no double-counted.

My advisee has only been here for 1 semester, but the computer says he or she is a Junior. What's happening?

Student classification is determined by the number of credit hours they have earned. Many first year students bring in enough credit hours to push them to Junior status by their second 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>

Can my advisee register for more than 18 credit hours in a semester?

Students are usually limited to 18 credits each semester. However, students can petition (link: <http://campus.houghton.edu/orgs/records/forms/AcademicPetition.pdf>) 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.

What grade is required for a course to count for a major, minor or concentration? What about for IS?

Students must receive a C- or better in each course for their major, minor, or concentration.

Students must receive a D- or better in each course for Integrative Studies.

When is the latest my advisee can submit Independent Study paperwork?

All Independent Study paperwork must be completed and in the Academic Records office by the seventh day after the first day of classes.

HOWEVER *Students who need the Independent Study to become full time must submit their paperwork by the end of the previous semester.*

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

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

Students can enroll by having the instructor who will be providing the grade for the internship email Hilary Gunning with the course number, credit hours, and term of the internship.

How can my advisee audit a course?

Students may audit lecture and seminar courses upon instructor approval. Your advisee should approach the instructor via email or face-to-face. If the instructor is willing, he or she should email approval to Hilary Gunning who will 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 \$50 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. (link:

<http://campus.houghton.edu/orgs/records/policy/audit.htm>)