

FREQUENTLY ASKED QUESTIONS

Q1. *Can I enter upper-division courses without completing my math requirements?*

A1. No.

Q2. *When should I declare a major?*

A2. The 2010-11 *Catalog* states: "A student must declare a major by the beginning of the junior year (60 credits)" (41).

Q3. *How do I declare a major?*

A3. First, you should go to the Division Office of the major you desire and obtain a "Change of Major" form. This form is also available at Admissions and Records and in the Deans' Offices.

Q4. *Do I have to have a minor?*

A4. No, a minor is optional. A minor, however, does enhance your major so as you consider a minor, think of what would enrich your experience overall experience here at UOG. If you have a double major, trying to take on a minor as well may be too heavy a burden to bear.

Q5. *Where do I go after filling out my "Change of Major" Form?*

A5. If you have a faculty member you would like for your advisor, make an appointment to see this faculty member, bringing your completed form along for her or his signature.

The English Division also has its Peer Support for Advisement System. Make an appointment with the Writing Gym and one of our Peer Supporters will get you started with an Advisement Packet and answer your questions.

If you have no preference for an advisor, the secretary will direct you to either the Chair of the Division or to another experienced faculty advisor who will help you to identify the right advisor for you.

Q6. *Then what?*

A6. You'll need to file your "Change of Major" form with the Registrar's office to document your new major.

Q7. *What's the difference between an "application for a degree" and a "major declaration"?*

A7. The application for a degree is an application to graduate. This is the form that starts your graduation process. After receiving this form, Admissions and Records will begin verifying that you have taken care of all graduation preliminaries, such as completing your major requirements and paying your fees. Your major declaration occurs usually during your sophomore or junior year and involves the "Change of Major" form referenced above.

Q8. *How do I change advisors?*

A8. Obtain a "Change of Advisor" form from the English Office. Have your new advisor sign the form and return it to the English Office. The English Office will alert the previous advisor of the change.

Q9. *Under which catalog should I declare my major?*

A9. The catalog in force at the time of your entrance is the catalog you will be using for your graduation requirements. You may elect to change your catalog in force to the one in force at the time you declare your major.

There is also an unwritten appeal process that the student may use to request to use a catalog from another year other than the year of entry or the year the major was declared. But the faculty advisor and Dean must support the appeal.

Q10. *When I receive my Evaluation from the registrar's of my readiness to graduate, it states a year. Which catalog should I be using for the stated year?*

A10. An example would be the most useful here. If your Eval says 2008, the question to ask first is when did you register? Fall 2008 or Spring 2008. If you registered in Spring 2008, then your catalog would be 2007-2008. If you registered Fall 2008, then your catalog would be 2008-2009.

Q11. *What should I do if I lose all my checklists and paperwork?*

A11. Your advisor may have a copy of your material. It would be wise to fill out your checklists with an e-copy for multiple back-ups. Your advisor may obtain e-forms via the Division secretary. There is always, of course, redoing your checklists.

Q12. *How often should I see my advisor?*

A12. You should visit with your advisor at least during two critical points in your degree process: 1) when you first declare, usually during your late sophomore or early junior year; and 2) at the end of your junior year.

Another good time is when you receive your audit of credits usually during the end of your junior year or the beginning of your senior year. This visit could coincide with visit 2 above.

You should also talk with your advisor should problems arise that upset your timeline for graduation.

Of course, visiting your advisor each semester from your date of declaration is wise to ensure your good progress. Remember that your advisor does more than just check your requirements. Advisor-advisee discussions can also enhance your professional and scholarly development.

Q13. *What should I do if a course I need is not being offered when I need it?*

A13. The English Division's careful advisement planning is meant to eliminate dilemmas such as the one you've mentioned. You may appeal for a course substitute or a course by conference. Approval, however, is not guaranteed. Often, a student will have to remain an extra length of time to take the course when it is offered. Better to plan ahead than to have to go for Plan B.