

ADVISING FAQ

ACADEMIC POLICIES AND PROCEDURES

I don't think I am going to get the required C- in my accounting class? What should I do?

First consider meeting with your instructor to go over your quizzes and tests and get help in the areas you do not understand. The accounting fraternity Beta Alpha Psi provides tutoring. You can get in touch with one of their faculty advisors to arrange tutoring. The faculty advisors are Dr. Greg Jenkins in 3096 Pamplin Hall (greg.jenkins@vt.edu 231-2527) or Ms. Patty Lobingier in 3074 Pamplin Hall (plobingi@vt.edu 231-5504).

Secondly, you can get general study skills help in the **Center for Academic Enrichment and Excellence** located in 110 Femoyer Hall. They also have tutoring. Check their website at www.cae.vt.edu for more information. The **Cook Counseling Center** located in 240 McComas Hall has study skills workshops. You can find the workshop dates and times as well as a few on-line help on their website at www.ucc.vt.edu.

Lastly, if you just feel you cannot bring your grade up, you can drop the class before the drop deadline. The deadline is always listed on the term calendar in the Timetable of Classes. To drop a class go to the Hokie Spa under Registration & Schedule.

I am not doing well in biology and it's past the drop deadline, what can I do?

Consider using one of your Course Withdraws. The **Course Withdrawal Policy** allows you to withdraw from up to six hours of classes throughout your time at Virginia Tech. The deadline to withdraw from a course is always 5:00 p.m. on the Friday before classes end.

All you need to do to apply the withdrawal is complete the Withdrawal Form which you can get in 1046 Pamplin Hall or on our website at www.undergrad.pamplin.vt.edu/advising/forms/. Then you need to schedule an appointment to meet with your advisor to discuss how to make up the course and/or credits. Your advisor will sign the form which should be turned into the Undergraduate Programs Office in 1046 Pamplin Hall.

I think I know all the material in MATH 1525. Do I have to take the class?

You must have credit for the class in order to meet the degree requirements in business. However, you could request **Credit by Exam (CBE)**. Each department determines whether they will offer credit by exam. The math department does offer this. You should contact the department directly for their procedure. Often departments will have the student take the final exam and receive a specified grade to be awarded CBE.

There is a fee of \$10.00 per credit hour, which could change. There is also a limit of 12 hours which can be taken as CBE.

I keep hearing about this Upper Division thing. What is this all about?

This Upper Division Policy is unique to the Pamplin College of Business. It requires certain criteria to be met before a student can take the upper division (junior level) classes in business. The Upper Division Criteria (UDC) is as follows.

1. Completion of a minimum of 60 of the 65 required hours must be passed.
2. A minimum 2.0 overall Grade Point Average (GPA);
3. Completion of at least seven of the nine UDC courses (ACIS 1504, 2115-2116, BIT 2405-2406, ECON 2005-2006, and MATH 1525-1526) with a final grade of C- or better.

4. 2.0 Upper Division Criteria Average (UDCA). This is the combined average of ACIS 1504, 2115-2116, BIT 2405-2406, ECON 2005-2006, and MATH 1525-1526.

All students who are rising juniors are reviewed automatically for Upper Division. Students are notified by e-mail as to whether or not they meet the criteria at the end of the term before they start taking upper division classes.

While you can sign up for the upper division classes during the course request period and not have all of the requirements met, you must have them met before classes begin for the semester.

It is your responsibility to know where you stand in meeting the UDC. If at the end of the spring semester, you do not have all of the criteria, it is imperative that you take summer classes either at Virginia Tech or elsewhere to make up what you are missing.

I found out I have three exams in one day. Can I change one of them?

If you have three or more exam within 24 hours or conflicting exam due to a common time exam, complete the Request for Final Exam Change form available in 1046 Pamplin Hall or on the undergraduate website forms page at www.undergrad.pamplin.vt.edu/advising/forms.

The Request for Final Exam Change form requires that you obtain the signature of the faculty member(s) willing to let you take their exam at a time other than scheduled. When you complete the form, turn it in to the Undergraduate Program Office in 1046 Pamplin Hall. Once your request is approved, you will be notified to pick up the form in 1046 Pamplin Hall. Many faculty members will require that you provide them with the approved form before you can take the exam at a different.

Last semester my GPA was 3.98. Is there any special recognition for this?

If you were enrolled in at least 12 hours last semester, the yes you made the Dean's List. Any student who earns at least a 3.40 for either fall or spring semester is on the Dean's List. There is no Dean's List for the summer.

You and your parent or guardian will get a letter from Dean Sorensen in recognition of your excellent semester. All students who made the Dean's List for the previous semester will be listed on the University's Awards Page at www.universityawards.vt.edu. In addition, the university sends announcements on each Dean's List student's daily and weekly community newspapers, if the student has a permanent address on file. Students who request that personal information be withheld in accordance with the Family Educational Rights and Privacy Act of 1974 can not be included in this recognition program.

I received something about a midterm grade. What is this?

Midterm grades are issued to all first semester freshmen and transfer students. If your instructor determined that you have a grade of C or better now, then your midterm grade is "S" for satisfactory. If your grade is C- or lower, the grade is "U" for unsatisfactory. The midterm grade helps your to evaluate where you stand in classes and get the help you need to improve you grade in any classes with a "U" grade. The midterm grade is not part of your permanent record. It is only shows on the Hokie Spa for limited period of time.

How do I get a DARS? I keep hearing about it and don't know what it is.

Before you can get a DARS you must apply for your degree. This is done in the first semester of the junior year, since before this time the requirements for your graduation year have not been approved and entered into the degree programs. To apply for your degree, go to the Hokie Spa and click on the "Degree Menu". Applying for your degree is simply entering when you plan to graduate with what major, option and minor if any.

After applying for your degree, you can request a DARS (degree audit) in the same degree menu. Once you have the DARS you should review it with your advisor. It is important to request a new DARS at least one a semester or whenever some changes.

What is the difference between a double major and dual degree?

There are two major differences. One is 30 hours and the other is two separate diplomas. The dual degree means that you need to complete 30 hours over the hours required for the first major to be awarded two separate diplomas. You can graduate with one of the majors, get your diploma for that major and then complete the 30 hours and get the second diploma.

A double major still means you have completed the requirements for two degrees, but you could do it with less than 30 additional hours. The second major is noted on your transcript, but you only get one diploma with the first major listed.

In either case, you can list both majors on your resume. Employers usually look at transcripts and not diplomas.

REGISTRATION (COURSE REQUEST AND DROP/ADD)

I didn't get all of the classes I wanted from course request. How can I get the classes?

Now that drop/add is open just go to the Timetable of Classes and see if the classes you want are open. If so, just go into the "Registration and Schedule" section of the Hokie Spa and then "Drop/Add Classes". Drop/Add will remain open through the end of the semester (for spring), so you still have time to see if something opens. If a specific class in the Liberal Education Areas you want is not open, consider enrolling in one that is open.

What if I still can't get the classes?

There is a process called "Force Add" in which the departments can override the capacity of the class listed in the timetable. Some departments do not do force adds. For example the ECON department does not force add anyone into principles of economics. To get into this class, you just have to keep looking for a seat to open when someone else drops it.

The process for requesting a force add varies from one department to another. Even within the college, the process varies in our departments. If you wanted to force add a course in ACIS, you would go to 3007 Pamplin Hall the Friday before classes begin and the first day of classes. For BIT 2405-2406 one of the faculty members will take force add requests on their website starting the weekend before class start. Other courses in BIT are up to the instructor to approve force adds.

As you can see, it really is a different process around the university. What class do you want to force add? We can start by contacting that department for their procedures.

When do students have access to drop/add each semester?

The University Registrar's office posts the dates when DROP/ADD is open to students. See Timetable of Classes Calendar section for specific semesters

TRANSFER CREDITS

I dropped my economics class and want to take it back home in the summer. Is there an econ class at Middlebrook College in New York I can take?

There is a database we can check to see if there has been a course transfer from Middlebrook that is equivalent to economics. Even if there is an equivalent course, it does not mean the

school will be teaching it this summer. It is up to you to get their summer schedule and see if it is being taught.

If there is not a course in the database, it does not mean one does not exist. It just means that it has not previously been transferred or evaluated. In this case, you would need to get a copy of the course description and submit it with the "Authorization to Take Courses Elsewhere" form to this office.

The authorization form is required for anyone who plans to take a class at another school, even if the course is in the database. The reviewer of the form makes sure you are eligible to take the class and it does not duplicate anything you have taken here.

I took three classes last summer. They're on my transcript but not on my DARS. What gives?

This is probably a real quick fix. Let me check your records. Just what I thought, your credits have not been applied to your degree. I will contact the registrar to correct this. What is your e-mail address and I will copy you on the note I send to them.

(Look at the SHADEGR transaction in BANNER. Once the students ID is entered and degree #1, go to next block. Then click on the transfer tab. This will show all of the transfer courses that have been entered for this student. There is a checkbox to the left of the course. If there is not a check in the box, then the course has not been applied to their degree and thus not showing in DARS. Contact either Connie Crockett or Diane Patty to have the credits applied to their degree.)

Are there any schools in Miami that teach calculus?

I am not familiar with the Miami area. Do you know the name of some schools? The registrar has a really good database for equivalencies, but we need a school. We can look at Florida and see if you recognize any schools. If we don't find any, you will need to do some research on what school you want to attend and provide a description of the class with this authorization form.

CHANGING AND DECLARING MAJORS AND MINORS

I'm in HTM now and want to change to marketing. What do I need to do?

If you were originally admitted to Virginia Tech as an HTM major, then you just need to complete one simple form. On the other hand if you start at Tech in a major other than business, you will need to apply and compete to get into marketing. The criteria includes.....

I don't know what to major in and even if I want to stay in business. What can I do?

There are a lot of ways to research majors. Pamplin has a series of Career nights every fall where alum and employers are here to answer questions about careers with their companies. The Business Horizons career fair is great ways to see who hires our students and what they do. You can also take MGT 1004 intro to business to see what all of the areas of business do.

The university offers a course titled "Career Exploration" which is taught fall and spring. You can also go to Career Services and take some interest inventories and do some research there. Each department at Virginia Tech has a career advisor and they are listed in Career Services.

Another good source of information is FOP's and POF's...Friends of your Parents and Parents of your Friends.

Deciding on a major is like doing a research project. It takes time to make this kind of decision. You will not need to declare you major until the end of the sophomore year and the university policy is you must have a major declared at 72 hours. So you see, you have plenty of time and resources.

How do I add a minor? Do I have to have a minor?

No you do not have to have a minor. It is strictly a choice some students make. Once you decide on a minor, go to the department office for that minor complete the form and turn it in to the appropriate office. Some minors require you have certain courses, grades or hours completed before declaring the minor. For example, if you wanted to complete the Global Business Minor, you would need to have at least a 2.0 and be at least a sophomore. All applications for business minors are available in 1046 Pamplin Hall.

How do I know if there is a minor in geology? Where can I get a list of all the minors?

To see if a department offers a minor, the best place to look is the undergraduate catalog. There really isn't a list of just minors. Let look at the catalog. You need to know which college the department is in before you can get to the department location. At the top section of each department usually right under the description of their major(s) is the minor information. There is usually a link at the top of the page for "minor" if there is one. Not all majors have a minor. For example, there are no minors in any business major except economics.

GRADUATION REQUIREMENTS

How do I get a DARS?

You must first apply for your degree via the Degree Menu on the Hokie Spa. Once you apply for your degree (entering your term of graduation, major and minor) you can request a DARS via the same menu. You should review the DARS with your in-major advisor.y business major except economics.

What is the difference in a dual degree and a double major?

The dual degree requires that you complete 30 hours over and above the hours required for the first major. You will get a second diploma with the dual degree and can complete one major before the other. For a double major you complete both degrees at the same time and receive one diploma. For the double major you only need to complete the hours required for each major.