

Planning Your Academic Career at Guilford College
FYE 101, Fall 2009

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Summary of links in this document

Associate academic dean's web site	http://www.guilford.edu/aad
College Catalog	http://www.guilford.edu/academics/catalog/
Graduation requirements	http://www.guilford.edu/academics/catalog/graduation.html
Majors	http://www.guilford.edu/academics/catalog/majors/
Minors	http://www.guilford.edu/academics/catalog/concentrations/
Rules overview	http://www.guilford.edu/academics/catalog/overview.html
Regulations	http://www.guilford.edu/academics/catalog/regulations.html
Course database	http://www.guilford.edu/academics/catalog/course_schedules/
Guilford College	www.guilford.edu
Registrar	http://www.guilford.edu/about_guilford/services_and_administration/registrar/
Internships	http://www.guilford.edu/about_guilford/services_and_administration/cacl/internships/index.html
Study abroad	http://www.guilford.edu/academics/international/
Career and graduate school planning	http://www.guilford.edu/about_guilford/services_and_administration/cacl/career/index.html
Quantitative Literacy test schedule	http://www.guilford.edu/academics/catalog/quantlit.html
Business Management Department Home Page	http://www.guilford.edu/academics/departments/business/

1. Important Advice on Planning Your Academic Career

Advisors come and go. You must take charge of your academic career and course planning and not be overly reliant on an advisor. However, be wise and consult with your advisor on your plans so any problems can be identified and solved in a timely manner.

Select your major as early as you can. Some majors need to be started in the first year if you wish to graduate in four years. You should declare your major no later than the end of your sophomore year. Consider your interests and aptitudes in your selection of a major and minor.

You should plan to take approximately 16 (128/8) credits each semester if you wish to graduate in four years.

Outline a semester by semester registration plan that distributes required general education courses, major courses, and minor courses throughout your planned time at Guilford.

In general, plan to take 100 level courses as a freshman, 200 level courses as a sophomore, 300 level courses as a junior, and 400 level courses as a senior.

Consider departmental suggestions for when specific courses should be taken.

Specifically check each course for required prerequisite courses and schedule the prerequisite courses in advance.

Make sure to consider Study Abroad, summer school courses, internships, and special topic offerings so that your plan is flexible.

1. a. Visit the associate academic dean's web site for important course planning and other information at: <http://www.guilford.edu/aad>

Click on "student section" link and read about "Academic Success Links", making the "Most of College", and other pertinent information.

2. a. Using the online College Catalog

Location: <http://www.guilford.edu/academics/catalog/>

To learn about graduation requirements

Graduation: <http://www.guilford.edu/academics/catalog/graduation.html>

To research majors and minors

Majors: <http://www.guilford.edu/academics/catalog/majors/>

Minors: <http://www.guilford.edu/academics/catalog/concentrations/>

To research various academic rules, procedures and penalties

Overview: <http://www.guilford.edu/academics/catalog/overview.html>

Regulations: <http://www.guilford.edu/academics/catalog/regulations.html>

Basic graduation requirements

	Credit Hours for a traditional student	Credit Hours for a CCE student
Foundations – (4 required courses) (min grade D-)		
The First Year Experience (FYE 101, FYE 102)	5	
Adult Transitions (GST 101)		4
College Reading and Writing: Many Voices (ENGL 102)	4	4
Historical Perspectives (1 course in this category)	4	4
Foreign Language (1 course in the category)	4	4
Quantitative Literacy	2	2
Explorations – Breadth – (1 course in each category)(min grade D-)		
Arts	4	4
Business and Policy Studies	4	4
Humanities	4	4
Natural Sciences and Mathematics	4	4
Social Science	4	4
(No course may count for more than one Breadth category)		
Explorations, Critical Perspectives (1 course in each category) (min grade D-)		
Intercultural	4	4
Social Justice/Environmental Responsibility	4	4
Diversity in the U.S.	4	4
(No course may count for more than one CP category)		
(CP courses may also count as 1. Breadth, 2. HP, 3. Major, 4. Minor, 5. IDS400 Capstone)		
Major (as needed) (min grade C-)	32	32
Minor (as needed) (min grade D-)	16	16
Capstone (IDS 400)	4	4
Electives (as needed)	25	26
Total needed to graduate	128	128

2. b. Using the online course database

To find the online course database

To find courses offered by Catalog requirement, department, instructor, or for specific days and times

How to find the online course database (http://www.guilford.edu/academics/catalog/course_schedules/)

1. Open the Guilford College Homepage
2. Select “Academics”
3. Select “Courses”
4. Select “Course Schedules”
5. Select the desired semester such as “Spring 2009”

How to look-up courses that meet catalog category requirements

- Use the database search function labeled “Courses that satisfy General Education Requirements, IDS Majors, Minors, etc.”

Guilford COLLEGE

› Campus Directories › Calendar › Guilford Catalog › Bookstore › Hege Library › Giving

Search Google Custom Search go ▶

About Guilford Academics Admission Administration Adult Programs Campus Community Athletics Alumni Home

Course Schedules

Spring 2009

Select Search Criteria

Subject: No Preference

Class Days: No Preference

Class Time: Starts No Earlier Than No Preference Ends No Later Than No Preference

Instructor: No Preference

Session: No Preference

Campus: No Preference

Courses that satisfy General Education Requirements, IDS Majors, Minors, etc.: No Preference

Course Availability: No Preference

Search Reset

Contact Guilford | Maps & Directions | Banner Web | Moodle | Lotus Notes | Policies | Site Map
5800 West Friendly Ave., Greensboro, NC 27410 • Phone: 336-316-2000

You can also use the other search functions (either alone or together) to narrow your search by class day, class times, instructor, ect.

2. c. Using the online Banner Web system

To access Banner Web

1. Go to the Guilford College homepage at www.guilford.edu.
2. At the bottom of the page select “Banner Web”.
3. Log in using your G number and PIN.

To change advisor, major or minor:

1. Click on “Change Advisors, Majors, Minors”
2. Make the desired change and click on “Submit Request”.

To access your transcript:

1. Click on “Student Tab”
2. Click on “academic transcript”, from there you can change transcript level and transcript type

To access your Degree Evaluation:

1. Click on “Student Tab”
2. Click degree evaluation
 - Does not matter what term
3. Click Generate New Evaluation
4. Click the button on the program
5. Click generate request
6. Click detail requirements then just look over the evaluation

To view (and sometime clear) your holds:

1. Click on “Student Tab”
2. Click on “View Holds”

How to add/drop classes during online registration

1. Have the Course Registration Numbers (CRNs) for the courses you wish to add or drop
2. Log on to Banner Web
3. Select the “Student” Tab
4. Select “Add or Drop Classes”
5. Select the appropriate Term
6. Enter the alternate PIN
7. Enter the CRNs of classes to Add or Drop, Enter
8. View/Print the “Week at a Glance” schedule to find scheduling conflicts

Registrar site online resources:

http://www.guilford.edu/about_guilford/services_and_administration/registrar/

1. How to apply for graduation
2. How to run your unofficial academic transcript
3. How to run your unofficial degree evaluation
4. How to change advisors, majors, or minors
5. How to add and drop classes during registration

2. d. Using other related college web resources

To learn about internships

http://www.guilford.edu/about_guilford/services_and_administration/cacl/internships/index.html

To learn about study abroad

<http://www.guilford.edu/academics/international/>

To learn about career and graduate school planning

http://www.guilford.edu/about_guilford/services_and_administration/cacl/career/index.html

3. Planning your courses

3. a. Use your advisor

Your advisor can be great resource in planning your academic career. Once you select a major, be sure to switch to an advisor in that department because a department based advisor knows the detailed requirements for that major better than an advisor in another department.

Meet with your advisor well in advance of registration for major and minor advice and selection and for help in creating your semester-by-semester course plan. It is better to have a plan that can be changed as your needs change than to have no plan at all.

3. b. Some rules and exceptions to consider in course planning

From Guilford College>Guilford Catalog>The Academic Program: An Overview

Rule That Apply to Traditional Students Only

FYE 101, FYE 102

If a traditional-age student enters with 12 or more transfer credits they are exempt from this requirement. Minimum grade to satisfy this requirement: D- for FYE 101 and FYE 102. Students who fail this requirement may not retake this course but instead must take and pass (D- or better) an additional Historical Perspectives (see below) course or take and pass (D- or better) an additional interdisciplinary course

Traditional-age transfer students entering the spring semester with fewer than 12 credits must take the FYE 101, if offered, to satisfy the requirement. If the FYE 101 is not offered, the student must satisfy the requirement in one of the following three ways: (1) take FYE 101 in the following fall semester, (2) take a second IDS 400 or (3) take a non-IDS 400 course with interdisciplinary content that is approved by the FYE coordinator in consultation with the interdisciplinary division chair, and that is not being used to satisfy another requirement.

Foreign Language

Traditional-age students are not eligible to take SPAN 111.

Rules That Apply to CCE Students Only

GST 101

This course, an equivalent of FYE 101, is required for adults aged 23 years and older in their first term of courses at the college.

Foreign Language

CCE students may also satisfy this requirement either by passing the foreign language placement exam or taking a 101-level course in Chinese, French, German, Japanese or Spanish. CCE students may also take Spanish or French 111.

Rules That Apply to All Students

Graduation Requirements

Guilford College uses semester hours for units of credit.

For the baccalaureate degree, students must:

- * earn a minimum of 128 semester hours of credit;
- * earn a minimum cumulative grade-point average of C (2.00);
- * complete a minimum of 32 semester hours of credits at Guilford;
- * complete half their major(s) while enrolled at Guilford;
- * complete half their minor(s) while enrolled at Guilford;
- * spend their last semester of study at Guilford;
- * file their application for degree candidacy online at least one semester before their anticipated date of graduation.

ENGL 102

To enroll in ENGL 102 requires a prerequisite of either a C- or better in ENGL 101, SAT/ACT scores of 530/23, or placement by the writing director. The English department reviews student essays at the beginning of each semester to confirm correct placement. Students with scores of three, four or five on an English AP exam are exempt from ENGL 102

HP

HP courses may not double count with Breadth, but can double count with Critical Perspectives.

Foreign Language

All incoming students without relevant transfer credits who have taken more than one year of either French, German or Spanish in high school and who wish to continue studying that same language must take a placement exam in the appropriate language before enrolling in a foreign language course. Students who score below the minimum (see below) must satisfy the foreign language requirement by taking a 101-level course. Such courses are offered in Chinese, French, German, Japanese and Spanish.

Spanish Placement Exam

SCORE	SUGGESTED PLACEMENT
below 286	Spanish 101
286-374	Spanish 102
375-440	Spanish 201
above 440	Spanish 220

French Placement Exam

SCORE	SUGGESTED PLACEMENT
below 280	French 101
280-357	French 102
358-392	French 201
above 392	French 202

German Placement Exam

SCORE	SUGGESTED PLACEMENT
below 328	German 101
328-416	German 102
417-548	German 201
above 548	German 202

There is no placement exam for Chinese or Japanese. However, students who have studied Chinese previously are encouraged to speak with Weijia Du, and those who have previously studied Japanese are encouraged to speak with Hiroko Hirakawa, before enrolling in a course in either of these languages.

Quantitative Literacy

Students may satisfy the QL requirement in several ways:

1. Earning a Math SAT score of 650,
2. Receiving a score of 15 or below on the Guilford Quantitative Literacy test (see website for schedule of these tests at (<http://www.guilford.edu/academics/catalog/quantlit.html>))

Fall 2009 Test Dates: No registration necessary. The test will be given at 1 p.m. in King Hall, Room 123, on the following dates:

- * Saturday, June 6
- * Saturday, Aug. 22
- * Saturday, Sept. 26
- * Sunday, Nov. 1
- * Sunday, Dec. 13

3. Taking GST 110, a 2 credit course that focuses on quantitative literacy or
4. Passing any mathematics course offered at Guilford or a transfer course equivalent.

Critical Perspectives (Intercultural, SJER, Diversity in the US)

These three courses can double-count with Breadth courses, a Historical Perspectives course, major and minor courses or a capstone course. Those courses that will satisfy the Critical Perspectives requirement are so identified in individual course descriptions. Only courses so designated may be used to satisfy this requirement.

Capstone (IDS 400)

Each student who has senior status (a minimum of 88 credits completed) must take an interdisciplinary studies (IDS) course with a 400-level prefix (e.g., IDS 412: Nature, Culture, Religion). Students may take an IDS 400 class before they have earned 88 credit hours; however, under no circumstances will the course satisfy the IDS requirement if the student has not already completed 88 credit hours prior to when the course began.

Electives (Independent Studies, Internships, and Physical Education)

There are some limitations on the number of credit hours a student may earn in independent studies, internships and physical education classes. For detailed restrictions please refer to the sections on independent studies, internships and physical education classes. For Internships and Independent Studies – see the Other Special Studies Opportunities section in the Catalog. Guilford College>Guilford Catalog>Other Special Study Opportunities

Major Specific

Each student must choose a major field of specialization. It is expected that students should declare a major on-line by the time they have earned 32 credit hours. See below for information about double majors, joint majors or interdisciplinary majors.

For a student to earn a major at Guilford, the student must complete at least half of the major credit requirements at Guilford. This requirement applies to all majors a student earns. If a student returns to Guilford following graduation to complete a second major, the designation of the original major will not be changed, but a notation will be made that the requirements for the second major have been met.

All majors require a minimum of 32 credit hours. Certain majors require a larger number of credit hours. See the information about the specific department in Chapter IV for all requirements for completing that major.

Minor Specific

In addition to the major course work, each student who is not pursuing a double major, triple major, joint major, B.F.A. degree, or an Integrative Studies major must choose a minor.

A minor is a focused collection of a minimum of 16 credit hours that either provide a second, mini-depth area or involve study related to the major

Students should declare a minor on-line by the time they have earned 32 credit hours.

There are two restrictions on choosing a minor in relationship to majors:

- Students cannot choose a minor that has the same name as their major. For example, English majors cannot choose an English minor.
- Students cannot satisfy the minor requirement with a minor that has a note in its catalog description prohibiting students from combining this minor with a chosen major. For example, the visual arts minor description prohibits students from combining this minor with an art major.

Minors may be either disciplinary or interdisciplinary.

Double Majors

A double major is two distinct majors of which one must be a disciplinary major. To earn a double major, a student must complete all requirements for each of the two majors. With a double major, no minor is required for graduation.

Interdisciplinary majors

A student selecting an interdisciplinary major completes a minimum of 32 credit hours (eight courses) in that field as specified by the program. With the exception of Integrative studies and peace and conflict studies, all interdisciplinary majors require that students double-major with a disciplinary major.

Joint Majors

A student may choose to petition for a joint major in two disciplines, involving a waiver of the 32-credit requirement for a major, subject to limitations. See the College Catalog for the details.

3. c. How to Create a Semester-by-Semester Course Plan

How to create a course plan

The easiest way to create a course plan is to download one of the two pre-formatted plans either in rtf format or xls format.

- Use the rtf format to edit the document in a word processor such as Word. You can also upload the file to Google Docs for editing.
- Use the xls format to edit the document in spreadsheet form such as with Excel. You can also upload the file to Google Docs for editing.

It is usually easier to identify and move courses you have completed or are currently taking to the top of the document and then plan forward for the courses that you still need to take. Use the online College Catalog to see the courses required for offered majors and minors.

Course Planner

Sem ¹ #	Course ²	Category Met	Credits	PreReq	PreReq for	
	FYE 101 First Year Experience ³ , (or GST 101 Adult Transitions)	First Year Experience	4			
	FYE 102 FYE Lab ³	First Year Experience	1			
	Elective	Elective	4			
	Elective or ENG 101 Writing Seminar	Elective	4		Eng 102, HP	
	Elective	Elective	4			
	ENG 102 College Reading and Writing: Many Voices	Foundations	4	ENG 101	HP	
	Foreign Language-Category	Foreign Language	4			
	Quant Lit	Quant Lit	4			
	Elective	Elective	4			
	Major 1	Major	4			
	Social Science - Category	Social Science	4			
	Bus & Policy - Category	Bus & Pol	4			
	Historical Perspectives - Category	Historical Perspectives	4	ENG 102		
	Major 2	Major	4			
	Major 3	Major	4			
	SJER - Category	SJER	4			
	Natural Science and Math-Category	Natural Science and Math	4			
	Major 4	Major	4			
	Minor 1	Minor	4			
	Arts Category	Arts	4			
	Humanities - Category	Humanities	4			
	Major 5	Major	4			
	Minor 2	Minor	4			
	Elective	Elective	4			
	Intercultural - Category	Intercultural	4			
	Major 6	Major	4			
	Minor 3	Minor	4			
	Major 7	Major	4			
	Diversity in the US-Category	Diversity in the US	4			
	Major 8	Major	4			
	Minor 4	Minor	4			
	IDS 400 Capstone - Category	IDS 400 Capstone	4			
	Elective	Elective	4			
	Total			129		

¹ Add planned semester

² Rearrange course order to fit your needs

³ For traditional students

3. d. How to Create a Detailed Plan for the Next Semester or Two

1. Consult your “semester-by-semester plan” and your “Detailed Degree Evaluation” to identify the courses you still need to take and which semester it might be most desirable to take them.
2. Use the Online Course Database for the applicable semester to find courses that meet the applicable catalog category. You can click on the course names to see if they might meet multiple catalog category requirements.
3. Build your detailed course schedule for the next semester or two by checking that the course days and times first your schedule and don’t conflict with each other. You may have to repeat steps 2 & 3 several times to build your schedule in an iterative process.
4. It is sometimes easier to copy the information for your selected course from the course database and paste into a Word document so you have all the important information for registration and to identify scheduling conflicts.
5. Save your final Detailed Plan in Word or Excel; print it and have it handy for registration.

Example of a detailed plan for the next semester:

31483 HIST 103 004 [HP:The United States to 1877](#) 4 DUKE 101 T R **10:00 AM - 11:15 AM**
 Malino, Sarah 13 18 11 18 0 0 *Enrollment limited to students needing Hist Persp credit. Prerequisite: Engl 102.*

30725 MATH 112 002 [Elementary Statistics](#) 4 DUKE 211 T F **11:30 AM - 12:45 PM**
 Hatch, Jon 21 25 0 0 8 8

30613 MUS 111 001 [Music Appreciation](#) 4 DANA 204 M W **1:00 PM - 2:15 PM**
 Looker, Wendy 21 25 0 0 0 0

30851 BIOL 111 003 [Integrative Biol:Molecule/Cell](#) 4 FRNK L26 M W **10:00 AM - 11:15 AM**
 Lee-Brown, Melanie 22 24 0 0 0 0 *Corequisite: Associated lab.*

30852 BIOL 111 004 [Lab](#) 0 FRNK L26 F **8:30 AM - 11:20 AM**
 Lee-Brown, Melanie 22 24 0 0 0 0

It is best to also prepare a weekly graphical schedule to better identify schedule conflicts.

Time	Monday	Tuesday	Wednesday	Thursday	Friday
8:30 AM – 9:50 AM					Biol 111 Lab
10:00 AM – 11:15 AM	Biol 111	Hist 103	Biol 111	Hist 103	Biol 111 Lab
11:30 AM – 12:45 PM		Math 112			Math 112
1:00 PM – 2:15 PM	Mus 111		Mus 111		

4. Steps to Complete In Order To Register For the Up-Coming Semester

How to Get Advisor Approval and the Password (Alternate PIN) For Online Registration

1. Log in to the Banner Web system
 - Verify and/or correct your major(s), minor(s), and advisor.
 - Run a degree evaluation for your major and minor (run a separate degree evaluations for each major if double majoring).
 - Check and clear any holds on your account. Holds will prevent you from registering.
2. Prepare/update your semester-by-semester general course plan for the courses you need to graduate. (See the sample plans earlier in this document.)
4. Prepare a specific detailed course plan for the next semester by using the on-line course database.
 - List course name, section, CRN, days and times, instructor, and catalog requirement(s) met with this course. It is usually easier just to cut and paste this information from the course database to a Word document.
5. Communicate your readiness to obtain your alternate PIN needed for registration by:
 - Scheduling a meeting with your advisor
 - a. Sending an email
 - b. Calling on the phone
 - Attending an open registration event – bring your documents!