

THE AMATEUR ADVISOR

(A Student Self Advising Manual)

Introduction

The Office of Academic Advising has a number of resources to help students with planning their academic goals. Our office assigns faculty advisors to new students, works closely with faculty on advising issues, hosts the Majors Fair event in the Spring semester for undeclared students, advises the Student Mentor Program (SMP) and updates the information provided on the Transfer Guide located on the Admission Office [website](#). This document helps students understand which courses transfer and satisfy General Education Requirements (GERs) at the College of William and Mary. Additionally, professional academic advisors are available by appointment to help you make a complete graduation plan. This includes determining all the courses a student will need to graduate and assists them with mapping out courses in a semester-by-semester plan. You can also create your own plan by reading and understanding the following information below. If you have any problems or have questions while using the Amateur Advisor as a guide please contact the Academic Advising Office at 757-221-2476.

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GENERAL TIPS TO PLANNING YOUR ACADEMIC EXPERIENCE AT W & M

NO BAD SURPRISES: Beginning the first semester of your freshman year, you will want to make a course-by-course, semester-by-semester plan for all your remaining semesters in college. Pre-registration every semester is a good time to create/update this plan as it will tell you what to register for and will ensure that you are doing everything necessary to be graduated when you hope to be.

AVOID TWEAKING: Make sure you understand every rule and requirement and that you choose specific courses to fulfill each requirement every time a new plan is made. Don't worry that your choices may change. They will change. Resist, nevertheless, making a series of random modifications without dealing with the whole picture. Your goal should be always to have a plan which, if by some miracle you should follow it exactly, will cause you to be graduated when it ends.

CREDITS AND HOURS are exactly the same thing and are used interchangeably throughout this website.

Curriculum, Advising, and Program Planning Module (CAPP): CAPP is available to students through banner which is accessed through MyWM. This program assists you by determining which course requirements for your degree plan are completed. CAPP tells you your remaining graduation requirements but doesn't include a graduation plan. CAPP is encoded in the Registrar's Office. Check it at least once a semester because this is the report the Registrar will use to determine whether or not you graduate. If you find any errors, report them immediately to Cory Butler, Cory.Springer@wm.edu.

SCHOOLS, DEPARTMENTS AND PROGRAMS:

A) There are 3 undergraduate schools at W&M: The School of Arts and Sciences, the School of Business and the School of Education. Each school is headed by a dean, offers majors and minors and has its own faculty.

B) In the School of Arts and Sciences, whenever departments are mentioned, programs are included. Programs are interdisciplinary departments with program directors fulfilling the same function as department chairs. Programs use faculty from a variety of disciplines; departments have their own faculty in a single discipline.

Click [here](#) for a list of undergraduate programs.

DIRECTIONS: STEPS TO DETERMINE YOUR REMAINING REQUIREMENTS AND CREATING AN ACADEMIC PLAN

1. **PULL UP/PRINT YOUR DEGREE EVALUATION (CAPP):** Beginning at the top, note all the unfulfilled requirements, including the ones you are fulfilling this semester. Remember that no course is complete until a passing grade is recorded. No requirement is complete until the grade needed is earned and recorded.

2. **PRINT A STUDENT ACADEMIC PLAN** form using the Link: [STUDENT ACADEMIC PLAN](#) and fill it out step-by-step using the directions, beginning with #3 below.

3. **OVERALL CREDITS:** On the Student Academic Plan, write in 120 – the credits you have already passed (from CAPP) = credits remaining. Credits remaining should reflect all credits needed to graduate including those in progress (IP) during the current semester.

4. **GPA:** Copy your overall GPA from the first page of CAPP. You need a 2.0 to be graduate, a 2.0 to apply to the School of Education and above a 2.5 to apply to the School of Business.

5. **10-SEMESTER RULE:** Every student has 10 semesters within 6 calendar years to complete a degree.
 - A. **W&M FALL & SPRING FULL-TIME SEMESTERS** count as one semester.

 - B. **W&M UNDERLOADS, W&M SUMMER SESSIONS, W&M CREDIT BY EXAMINATION, TRANSFER CREDIT & INTERNATIONAL BACCALAUREATE CREDIT** count as fractions of semesters. Divide the number of credits earned in these ways by 15 (15/15 being a full semester) and reduce the fraction. For example: 33 transfer credits and 6 credits in W&M summer sessions = 39/15 or 2 9/15 semesters.

 - C. **ADVANCED PLACEMENT** doesn't count at all in the 10-semester rule.

 - D. **EXAMPLE:** A student who has completed 3 full-time W&M semesters (3) + one 10-credit underload in Fall or Spring (10/15) + 7 credits in W&M summer session (7/15) + 3 credits Credit by Exam (3/15) + 8 transfer credits (8/15) + 6 credits IB (6/15) has 3 34/15 semesters or 5 4/15 semesters.

 - E. Link: [10-SEMESTER RULE](#) to read complete directions for counting your semesters, to plan for graduation within the 10-semester limit and to squeeze the greatest number of credits out of the 10-Semester Rule.

6. **6-YEAR RULE:**
 - A. **DATE OF MATRICULATION:** Write the date of your matriculation at W&M – i.e., Fall 2009.

 - B. **ADD 6 YEARS** and write the graduation date immediately preceding it.
 - 1) **FALL:** Fall 2009 + 6 years = Fall 2015. Graduation dates are May, August and December of each year, so to be within 6 calendar years of Fall 2009, you would have to be graduated by August 2015.

2) SPRING: Students entering in Spring 2009 + 6 years = Spring 2015 but the immediately preceding graduation date would be December 2014.

3) SUMMER: Students entering in Summer 2009 + 6 years = Summer 2015, so they have to be graduated by May 2015.

C. 6-YEAR RULE, particularly if you think you may not be able to be graduated within 6 calendar years. It could mean a change in your degree requirements.

7. FRESHMAN SEMINAR: Freshman Seminars are usually numbered 150 (occasionally 151 or 152) as in GRMN 150, GOVT 150, etc. It is called the *Freshman* Seminar because you are expected to complete this requirement in the freshman year. There are many more Freshman Seminars offered in Fall than in Spring.

A. COMPLETE: If you've completed this requirement, write a check in the short line.

B. NOT COMPLETE: If you haven't, write NO in the short line and the Freshman Seminar you might take on the long line, e.g., PHIL 150W.

C. LOWER DIVISION WRITING REQUIREMENT: If there is a "W" after the number (PHIL 150W), it means the Freshman Seminar is writing intensive and will complete the lower division writing requirement if you earn a "C-" or better. If there is no "W" (PHIL 150), you will need to fulfill the lower division writing requirement in another way. If you have transfer credit from AP, IB or dual enrollment courses, you may be exempt from the writing requirement. In that case, you could take a non-writing-intensive seminar or one that is writing-intensive. The choice is up to you.

8. Lower Division Writing Requirement:

A. WAYS TO COMPLETE: A freshmen seminar with a "W" designation, Engl 367, or submit a portfolio to the English department for review (transfers only).

B. COMPLETE: If you've completed the lower division writing requirement, write a check in the short line.

C. NOT COMPLETE: If you haven't, write NO in the short line and in the long line, indicate how you plan to complete this requirement.

9. FOREIGN LANGUAGE:

A. WAYS TO COMPLETE: See Link: [WAYS TO COMPLETE THE FOREIGN LANGUAGE REQUIREMENT](#) for the ways to complete this requirement.

B. COMPLETE: If you've completed the foreign language requirement, write a check in the short line.

C. NOT COMPLETE: If you haven't, write NO in the short line and the course(s) you will take to complete the requirement in the long line – e.g., FREN 102, 201, 202 in the event that you have taken FREN 101 and are enrolled in FREN 102 or have taken one year of French in high school or have transferred FREN 101 from another college.

D. FOREIGN LANGUAGE PLACEMENT: When you have begun at another school a language you intend to continue at W&M, the decision regarding which course to take first is called placement. Placement is based generally on the formula one high school year of foreign language = one college semester of foreign language. Thus, one high school year is *usually* the same as W&M's 101 level course and two high school years the equivalent of W&M's 101 and 102 levels, etc. (At some middle- and high schools, especially if the language is begun early, the first year course is learned over a period of two years – i.e., GRMN A and GRMN B – instead of taking GRMN I in one year. GRMN A + GRMN B = GRMN I.) In continuing the same language at W&M, students may overlap by one level. Thus, if you had 3 years of high school French, you **MUST** begin at W&M with FREN 201 or 202. If for some reason you feel you must begin at a lower level, there is a form in the Modern Languages Dept. on which you can request permission to be placed at a lower level. Note that if you take a lower level course without permission, you will not receive credit for the course and also may find yourself dealing with an unapproved underload.

10. GENERAL EDUCATION REQUIREMENTS: GERs are a set of 11 courses required of all students to give breadth to the undergraduate curriculum.

A. WAYS TO COMPLETE: See Link: [GERs](#) for the lists of courses which fulfill each GER.

B. REQUIREMENTS FOR EACH GER:

1) GER1 – 1 course

2) GER2 – 1 course each in GERs 2A and 2B. One course must include a lab designated for GER lab credit.

3) GER3 – 2 courses

4) GER4 -- 3 courses: 1 course each in GERs 4A and 4B. The third course may be in GER4A, GER4B or GER4C.

5) GER5 – 1 course

6) GER6 – 2 CREDITS. Take two 1-credit courses or one 2-credit course or one 3-credit course. The list on the GER screen will show the number of credits for each course.

7) GER7 – 1 course

C. COMPLETE: If you've completed a course for a given GER, write it in the appropriate square on the Student Academic Plan – e.g., MATH 111.

D. NOT COMPLETE: If you haven't completed a GER, choose – at least tentatively – a course from the GER list and write it in the correct square with brackets around the number – e.g., PSYC [202].

E. LAB: One course in GER2 has to be a lab science.

1) **FOUR- VS. THREE-CREDIT SCIENCES:** Some lab sciences are 4-credit courses which include both a lecture and lab. Write a 4-credit lab science like this: PHYS 102. Others are composed of a 3-credit lecture and a separate 1-credit lab. Three-credit sciences with a separable lab can be written like this: lecture/lab or CHEM 103/151.

- 2) **LAB SCIENCE:** You must take the lab (PHYS 110, for example) that goes with the lecture (PHYS 109). The lab requirement won't be fulfilled if you take, for example, a Physics lecture and the Physics lab which goes with a different Physics lecture or a Physics lecture with a Geology or Chemistry or Biology lab.
- 3) **DESIGNATED LABS:** Some courses have labs, but they are not designated in the catalogue as labs which fulfill the GER lab requirement. Look for GER-designated labs in Biology, Chemistry, Geology and Physics for this requirement.

11. MAJOR:

- A. **MAJOR LIMIT:** One major is required. You may add either a second major or a minor if you wish. If you have 2 majors, you may not have a minor.
- B. **DECLARATION:** You must declare a major once you have passed 39 hours and before you have earned 54, so major declaration is normally done in the second semester of the sophomore year. Declare your major as soon as possible because the registration system will give you a higher priority for courses which count toward your major. Forms are available at Link: [UNIVERSITY REGISTRAR](#) under Forms, then Declaration of Major. If you declare a major and later decide you'd rather do a different major, you can easily undeclare the first and declare the second.
- C. **CREDIT MINIMUM:** The minimum number of credits for each major is stated in the catalog. These run generally between 30 and 42. A minimum of 15 credits in the major must be passed at W&M.
- D. **CREDIT MAXIMUM:** The subject fields in every school of the College have a maximum number of credits which can be counted toward the 120 credits needed for a degree:

Arts & Sciences Subjects: 48
Elementary Education: 33
Secondary Education: 27
Business: 60

- 1) **MAJORS & NON-MAJORS:** These limitations most often affect majors, but students who are taking many credits in a subject without majoring are held to the same limits – e.g., a student not majoring in an Arts and Sciences subject field or Elementary Ed or Business still may count no more than 48, 33 or 60 credits (respectively) in that subject field toward the 120 credits needed for a degree. Secondary Ed is not a major, but students not seeking certification are still limited to 27 credits.
- 2) **MINIMA/MAXIMA:** Note that in English, for example, the minimum number of credits for a major is 36 but the maximum is 48. In Business Marketing, the minimum number of credits is 38 but the maximum is 60. In Education, however, the minimum number for an Elementary Ed major is 33 and the maximum is also 33. In Secondary Ed, though it is a certification program rather than a major, 27 is both the minimum and maximum.

12. DEGREE:

- A. **THE DEGREE MUST MATCH THE MAJOR** or, in the case of two majors, the primary major. Three types of degrees are given at the undergraduate level at W&M: AB, BS and BBA.

B. **DOUBLE MAJORS:** If you do a double major, you will have earned 2 majors but only one degree. Only one undergraduate degree is given per student at W&M.

13. FIGURING MAJOR REQUIREMENTS:

A. **CATALOG:** Consult the major requirements section of the catalog for the major you wish to declare or see. Write your only or primary major under Major 1 on the Student Academic Plan on the short line on the left.

B. **CREDITS:** Locate the minimum number of credits required for your major. This number should be approximately between 30 and 42 and includes the credits which actually count toward both the credits and GPA of the major.

1) **RELATED COURSES:** Some departments either require or allow additional courses from other departments, called Related Courses, to be counted as part of the major.

a. **REQUIRED RELATED COURSES:** For a complete list of related courses, see [Link: RELATED COURSES](#), but these are some examples: Biology majors must pass 37 hours of Biology PLUS 4 intro Chemistry courses with labs. These Chemistry courses are required but they do not count in the first 37 hours of the Biology major or in the Biology GPA. Geology Environmental Track majors must pass one of three Biology courses, and the Biology course does count in the first 38 hours and GPA of the Geology major.

b. **OPTIONAL RELATED COURSES:** Some majors have optional Related Courses. English majors, for example, may count LCST 201 and/or 301 toward the first 36 hours if they wish. If they count toward the English hours, they also count toward the English GPA.

2) **NON-MAJOR COURSES:** Some departments teach courses which are intended for non-majors and which do not count toward the credits needed for a major – e.g., in Physics, 104, 107, 108, 109/110, 121, 150, 150W, 175, 176/177 do not count toward a Physics major.

3) **COURSE LEVEL:** Some departments specify the level of courses which can be counted toward a major – e.g., in Hispanic Studies, the material in 7 courses must be mastered in high school and/or college before students reach the lowest level courses which will count toward the Hispanic Studies major. The 7 courses are HISP 101, 102, 201, 202, 206, 207, 208. Major courses begin at HISP 280. In English, the minimum number of credits is 36, 27 of which must be at the 300+ level.

C. **REQUIRED COURSES:** Find the required courses for each major using the undergraduate catalog. When you write the requirements on the Student Academic Plan, begin with the lower level courses and work toward the higher level courses. Then they'll be more or less in the order in which you will take them. Pay close attention to pre- and co-requisites which are stated in the catalogue with each course's description. Definitely also consult the major section in the catalogue to read the information the department considers important for its majors.

D. MAJOR COURSES [EXAMPLE: HISTORY]

1) **HISTORY MAJOR REQUIREMENTS:**

a. **AMERICAN:** HIST 121, 122

b. EUROPEAN: HIST 111 or 112

c. NON-WESTERN: one course among HIST 131, 132, 141, 142, 161, 171, 172, 181, 182

d. COLLOQUIUM OR SEMINAR: one 300+ level course with a “C” after the course number – e.g., HIST 422C

e. MAJOR WRITING REQUIREMENT (MWR): Earn a grade of “C-” or better in the colloquium or seminar.

f. MAJOR COMPUTING REQUIREMENT (MCR): Earn a grade of “C-“ or better in either 1> or 2> below:

1> DESIGNATED HISTORY COURSE for MCR. See departmental list each semester

2> APPROVED COMPUTER SCIENCE COURSE: CSCI 131 or 141 or higher (CSCI courses don’t count in the History hours or GPA.)

2) CREDITS NEEDED: On the long lines across from Major 1, write the minimum number of hours required for your major. In History, continuing with that example, 33 hours are required. Subtract from 33 the number of History credits you have already passed (say, 9). So write “33 – 9 = 24 including... “

3) COURSES NEEDED: If the 3 courses you have completed are HIST 121, 222 and 240, you will need all the required credits for HIST except 9 and all the required courses except HIST 121. Thus, write after “including” 122; 111 or 112; 1 course among 131, 132, 141, 142, 161, 171, 172, 181, 182; 1 colloq; MWR;MCR.

14. CALCULATING MAJOR GPA:

A. ATTEMPTED HOURS: Under attempted hours (under Major 1) write the number of graded History hours you *attempted* at W&M. This includes all courses in which you received grades of “A”, “B”, “C”, “D” or “F”. It does not include courses with grades of “I”, “G”, “W” or “WM”. If you actually attempted four 3-hour courses in History, write 12 under Attempted Hours.

B. GRADES: If you earned, for example, the following grades in each of four 3-credit courses: F, A, B, C+, figure your GPA as follows using the Grading System section in the catalogue or the Link: UNDERGRADUATE 4.0 SCALE:

$$\begin{array}{r} F = 0 \\ A = 12 \\ B = 9 \\ C+ = 8.1 \\ \hline 29.1 \end{array}$$

Write 29.1 under QPs (quality points).

C. DIVIDE 29.1 by the number of hours attempted (12) = 2.42.

D. WRITE 2.42 under GPA. Don’t round this number as the College doesn’t; you can be graduated with a 2.0 GPA in your major but you can’t be graduated with a 1.99.

SCHEDULING ADVICE: Note that I have written ideal schedules, but it might be more difficult to actually register for them. If you don't get everything you want or finish your GERs in 2 years or have to take the 8 am sections of Chemistry, don't obsess. Remember the 3 Ps of scheduling:

1. **PERSISTENCE:** If you haven't got the schedule you want:

A. **RETURN TO THE REGISTRATION SYSTEM** every chance you get. The farther you are from your senior year, the harder it will be to get the courses you want, but you can improve your chances by being there to pick up a course someone else has just dropped.

B. **CONTACT THE INSTRUCTOR OF THE COURSE:** Some faculty keep wait lists, and some will allow extra students to enroll if it wouldn't cause a fire hazard and/or your situation is sufficiently extenuating.

2. **PATIENCE:** You are an adult now and don't need immediate gratification – right? While you keep trying to register for your ideal schedule, plan for the [okay, awful] possibility of not getting what you want this semester. Attend your preferred class as well as alternative courses so you won't be behind if you can't add until the second week of add/drop.

3. **PFLEXIBILITY:** Examples:

A. **BIOLOGY-LIKE MAJORS**, because of the hierarchy of prerequisites, are less flexible than, say, History, so sometimes you **MUST** get into a course to keep from losing a whole year. For example, if you have trouble getting into the Chemistry courses required for the Biology major, you could do one of the following:

1) **START CHEMISTRY LATER:** Begin Biology as a freshman, but take Chemistry the sophomore and junior years.

2) **TAKE CHEMISTRY ELSEWHERE:** Because the related Chemistry courses don't count toward the Biology hours and GPA, you could take one in summer session at W&M or even at a school near your home. So if you take CHEM 103/151L in Fall of your freshman year but can't get into CHEM 206/252 in the Spring, you could receive permission from the Registrar to take the equivalent of CHEM 206/252 at another school in the Summer after your freshman year. Then you'd still be on time to continue with CHEM 307/353 in Fall of your sophomore year at W&M. Don't forget that if you want to use a course toward GER2A, it must be taken at W&M.

3) **REVISE THE ORDER:** Since other schools don't teach the first 4 Chemistry courses in the order we do, you could take CHEM 103/151L then CHEM 308/354, then 206/252 then CHEM 307/353 in a combination of on and off campus courses and still have fulfilled all pre-requisites.

4) **W & M SUMMER SESSION:** You could take either the first 2 or the second 2 Chemistry courses in Summer at W&M and the other 2 during W&M's Fall and Spring.

B. **HISTORY-LIKE MAJORS:** In a more flexible major like History, if it looks as if you can't get into any History course you want one semester, take something that might have some of History's choice ingredients like Art History or Classical Civilization or Government or Philosophy. At best, it could open up a whole new field of interest. At worst, you might at least fulfill a GER. All schools have scheduling problems – always have (trust me), always will. No school can offer enough courses so that everyone gets exactly what s/he wants every semester.

COMMITTEE ON DEGREES

1. WHO NEEDS IT: Any student who needs an exception to a degree requirement or to academic policy.

EXAMPLES:

A. 10-SEMESTER RULE: If you are unable to complete work toward your degree within the 10-semester limit, petition to be given an 11th semester.

B. 6-YEAR RULE: If you will be taking only one semester more than 6 calendar years to be graduated, or you return in Summer and plan to be graduated that same Summer and there are extenuating circumstances, you could petition to be allowed to fulfill requirements in effect under a different catalogue from the one required of you.

C. STUDY ABROAD: If you study abroad, you may count courses taken there toward your major if your department approves them, but you would need to petition to count any courses taken abroad toward GER requirements.

2. HOW TO PETITION: Pick up a petitioning form in 123 Ewell Hall, Office of the Dean of Undergraduate Studies. Then:

A. STATE THE NATURE OF YOUR REQUEST: State the reason for your petition in terms of the rule/policy you would like to have waived – e.g., You would like to count a 2.67-credit course, Govt 204, taken under the quarter system at UCLA before you matriculated at W&M toward GER3, even though the minimum number of credits for GER courses (except GER6) is 3 credits.

B. EXPLAIN THE EXTENUATING CIRCUMSTANCES WHICH JUSTIFY AN EXCEPTION IN YOUR CASE: Explain concisely why you should be allowed this waiver/substitution/exemption when it is not allowed for other students.

C. STATE WHO, IF ANYONE, ADVISED YOU IN THIS MATTER: Give the name of the faculty member, administrator, roommate or whoever told you to petition the Committee.

D. DEPARTMENT CHAIR OR PROGRAM DIRECTOR'S OPINION (**MUST BE COMPLETED AND SIGNED BY THE CHAIR OR PROGRAM DIRECTOR ON THIS FORM OR BY MEMO TO THE COMMITTEE**). There are 2 sections for letters of recommendation from the faculty most affected by this decision. The chair of the department or the department's director of undergraduate studies **MUST** give his/her opinion, but in some cases, the instructor of the course in question or the chair of a second, equally involved, department may also be required or desirable.

E. HONOR CODE STATEMENT: Read and sign the Honor Code statement at the bottom. No petition is accepted without a signed Honor Code statement. Write your petition carefully because any misrepresentation of the facts could cause you to be accused of an Honor Code violation.

F. TURN YOUR PETITION IN TO 123 EWELL HALL. When the Committee has met, the Dean of Undergraduate Studies will write you a letter indicating the Committee's decision. Until you receive the letter, don't assume that your petition was approved. If all petitions were approved, there would be no committee. The Committee's decision depends both on the nature of the request and the extenuating circumstances which make the petition necessary.

3. TIPS:

- A. Students may not represent themselves in person at the Committee meetings so take care to represent yourself well in writing. Yours is the only explanation the Committee will have.
- B. No petition was ever lost on the basis of good manners and good grammar alone. Don't hesitate to use these techniques.

CREDITS WHICH DON'T COUNT TOWARD A DEGREE

The W&M faculty have put limits on certain types of credits which can be counted toward your major or the 120 credits needed for a degree. You may take more credits than the limit, but credits beyond the limit do not count toward the 120 hours needed for a degree. Below are the limitations and the nature of their restrictions. Below that is a suggestion on how to keep from coming up short in the final degree audit.

1. 48 CREDIT LIMIT ON ALL ARTS AND SCIENCE SUBJECT FIELDS: An Arts and Science course is anything that isn't Business (BUAD) or Education (EDUC). A subject field is an academic department (e.g., Chemistry) or one of several academic disciplines in a department (e.g., Classical Civilization, Greek and Latin in the Classical Studies Department) or a group of disciplines within a department which together make up one subject field (e.g., Art and Art History). Most Arts and Science majors require a minimum of roughly 30 to 40 credits whereas 48 is the maximum which can count toward a degree.

A. **SUBJECT FIELDS** are: American Studies, Anthropology, Art/Art History, Biology, Chemistry, Classical Civilization, Computer Science, Economics, English, French, Geology, German, Government, Greek, Hispanic Studies, History, International Relations, International Studies, International Studies: Italian, Kinesiology, Latin, Mathematics, Music, Philosophy, Physics, Psychology, Public Policy, Religion, Sociology, Theatre/Speech.

B. **SUBJECT CODE** is the four-letter code in front of a course number -- e.g., FREN 202, HIST 192, PHYS 176 -- which designates the academic discipline. This is important because in disciplinary majors, only the subject code of the major is counted in the 48-hour rule. For example, English majors sometimes use an LCST course or two toward the English major, but the LCST courses don't combine with English to count toward the 48-hour rule. You could still have 48 hours of English plus say, 6 hours of LCST and you would not have violated the 48-hour rule. To keep track of the 48-hour limit, look for the courses in the subject code of the subject field.

C. **OUTSIDE THE MAJOR:** The 48-hour rule is not just associated with majors. Sometimes students have problems with the 48-hour rule in subject fields in which they are not majoring. This is likely to happen if you undeclare a major in which you haven't got a 2.0 or which requires one or more courses you can't pass or don't want to take -- e.g., suppose you enjoy making art but not studying the art of others, but 4 Art History courses are required for an Art major, or you may have taken many Economics courses attempting (unsuccessfully) to raise your GPA to the 2.0 required for a major or minor.

D. EXAMPLES:

1) "72-HOUR RULE": The 48-hour rule is really a 72-hour rule in disguise. No one minds how many hours you take in a given subject field, but you must present at least 72 hours which are NOT in that subject field. Thus, if there are going to be 51 hours of English on your record, there must also be 72 hours of non-English. The courses which count toward English are determined not by what counts

toward the major but by what carries the ENGL subject code in front of the course number. Consequently, if you have passed 51 hours with ENGL as the subject code, and have exceeded no other limitations, just add $51 \text{ ENGL} + 72 \text{ Non-ENGL} = 123$. This means that counting all the credits on your record, you must pass 123 credits to be graduated.

2) **NON-MAJOR COURSES:** Many departments have courses which anyone may take but which cannot be counted toward the minimum number of required hours for the major as they are considered non-major courses. In the Biology Department, these are BIOL 100/102, 103, 105, 108, 150, 150W, 207/209, 208, 304/305, 308. Maybe you decided to major in a field like Biology after you had taken one or more non-major courses, or you took a non-major course in your senior year to raise your major GPA to the required 2.0. These non-major courses, because they have the subject code BIOL (for example), count toward your major GPA and still count toward the 48-hour rule in Biology even though they don't count in the first 37 hours of the Biology major. If you have 55 total hours of Biology including all the non-major courses, $55 \text{ BIOL} + 72 \text{ non-BIOL} = 127$ total credits needed to be graduated. And if you need 37 hours of Biology for a major, no non-major credits may be counted in those first 37 hours.

3) **MULTIPLE SUBJECT FIELDS IN A DEPARTMENT:** Classical Civilization, Latin and Greek are all in the Classical Studies Department, but they are each separate subject fields. Thus, technically you could be graduated with 48 hours of CLCV and 48 hours of Latin and 48 hours of Greek.

4) **MULTIPLE SUBJECT CODES IN A SUBJECT FIELD:** Art and Art History are both in the Art and Art History Department but they are one subject field together. Thus, you are limited to 48 hours of Art and Art History combined. Add the credits in Art and Art History together to make sure there aren't more than 48. Deal with them as in Example D.1) if there are.

5) **ADVANCED PLACEMENT, INTERNATIONAL BACCALAUREATE, TRANSFER WORK, CREDIT BY EXAM, ETC.:** These, as well as W&M credits, are all counted in the 48-hour rule.

6) **INTERDISCIPLINARY/INTERNATIONAL MAJORS:** If It Can Count, It Must Count is a rule governing Interdisciplinary and International majors to make sure they haven't an unfair advantage over disciplinary majors in the ability to manipulate their major GPAs and in the 48-hour rule. (See Disciplinary, Interdisciplinary and International Majors.) If It Can Count, It Must Count means that if a course is suitable to count toward your interdisciplinary or international major, it must count so that a computerized degree audit could administer the 48-hour rule or figure a GPA for Public Policy (for example) in a way as unbiased as for Sociology. Sociology majors can't decide which courses to count toward the 48-hour rule and which to count toward the GPA, so Public Policy majors also should not be able to do so. If you have an Interdisciplinary or International major, see your department chair or faculty advisor about counting all the courses which are suitable toward your major.

2. **60-HOUR LIMIT ON ALL BUSINESS COURSES:** This works the same way the 48-hour rule works. Most Business majors require fewer than 40 credits, but up to 60 hours in the BUAD subject code can be counted toward the 120 hours needed for a degree, which leaves a minimum of 60 which must be passed in Arts and Sciences.

3. **33-HOUR LIMIT IN ELEMENTARY EDUCATION AND 27-HOUR LIMIT IN SECONDARY EDUCATION:** In contrast to Arts and Science and Business, if you are doing a secondary major in Elementary Ed, the minimum number of required credits is 33, and the maximum number of credits you can count toward the 120 credits needed for your degree is also 33. If you are doing a minor or certification in Secondary Ed, the minimum number of credits required is 27, and the maximum number of credits you can count toward the 120 credits needed for your degree is also 27. If you are simply taking a variety of Education courses, not all either Elementary or all Secondary, keep the number under 27 or check with Academic Advising to make sure that what you are doing will not prevent your timely graduation.

4. **60-HOUR LIMIT FOR COURSES NOT TAKEN AT W&M:** All students must present at least 60 credits taken at W&M toward the 120 credits needed for a degree, which limits the credits NOT taken at W&M to 60. The 60 *not taken* at W&M include transfer credit, Advanced Placement credit and International Baccalaureate credit. W&M credit includes all courses passed at W&M, all credit from W&M programs abroad which appear on the transcript/degree audit to have been taken at W&M because the grades are included, and W&M Credit by Examination.

Sometimes students transfer over 60 credits. If that is the case, just add the number of transfer credits (81, for example) to the 60 which must be taken at W&M ($81 + 60 = 141$) to find the total number of credits you must have for a W&M degree.

5. **14-HOUR LIMIT ON APPLIED MUSIC COURSES FOR STUDENTS WHO ARE NOT MUSIC MAJORS:** Applied Music includes both musical ensembles (e.g., orchestra, opera workshop) and group or individual music lessons. All ensembles carry one credit. Music lessons carry one credit if a half hour lesson is taken per week and 2 credits if an hour lesson is taken per week. For non-majors, a maximum of 14 hours of applied Music can be counted toward the 120 credits needed toward a degree. That means 106 credits have to be something other than applied Music. If more than 14 hours of applied Music are taken (19, for example), just add 19 to the 106 hours which should be non-applied Music ($19 + 106 = 125$) to get the total hours a non-Music major with 19 hours of applied Music needs for a degree. The courses below are applied Music:

A. **ENSEMBLES:** MUSC E03, E04, E05, E06, E07, E08, E09, E10, E11, E12, E13, E14, E15, E18, E19, E20, E21, E22, E23.

B. MUSIC LESSONS:

MUSC G01; K01, K02

MUSC B10, B20, B30, B40

MUSC B11, B21, B31, B41

MUSC B12, B22, B32, B42

MUSC B13, B23, B33, B43

MUSC G10, G20, G30, G40

MUSC G11, G21, G31, G41

MUSC H10, H20, H30, H40

MUSC J10, J20, J30, J40

MUSC J12, J22, J32, J42

MUSC J14, J24, J34, J44

MUSC J15, J25, J35, J45

MUSC J16, J26, J36, J46

MUSC J17, J27, J37, J47

MUSC J18, J28, J38, J48

MUSC J19, J29, J39, J49

MUSC K10, K20, K30, K40

MUSC K11, K21, K31, K41

MUSC K12, K22, K32, K42

MUSC M10, M20, M30, M40

MUSC P10, P20, P30, P40

MUSC S10, S20, S30, S40

MUSC S11, S21, S31, S41

MUSC S12, S22, S32, S42

MUSC S13, S23, S33, S43

MUSC S15, S25, S35, S45

MUSC V10, V20, V30, V40

MUSC W10, W20, W30, W40
MUSC W11, W21, W31, W41
MUSC W12, W22, W32, W42
MUSC W13, W23, W33, W43
MUSC W14, W24, W34, W44
MUSC W15, W25, W35, W45

6. **6-YEAR LIMIT ON THE COMPLETION OF A DEGREE:** Students have 10 semesters within 6 calendar years to complete a degree at W&M. Since 10 semesters will be used up in 5 years or fewer, only students who drop out of school would take longer than 6 calendar years to be graduated. If you aren't graduated within 6 calendar years of the date you matriculated at W&M, you must fulfill requirements in the catalogue which is current when you return to the College for the final time prior to your graduation. Students returning in Summer are under the requirements of the following Fall. See [Link: 6-YEAR RULE](#) for complete instructions, examples and exceptions.

7. **12-HOUR LIMIT ON DANCE TECHNIQUE AND PERFORMANCE FOR STUDENTS WHO ARE NOT DANCE MINORS:** No more than 12 credits of these courses can be counted toward the 120 hours needed for a degree if you are NOT minoring in Dance. Technique and performance courses are as follows:

DANC 111, 112, 115, 116, 211, 212, 213, 214, 215, 216, 261, 262, 263, 264, 311, 312, 321, 322, 411, 412

8. **16-HOUR LIMIT ON DANCE TECHNIQUE AND PERFORMANCE FOR STUDENTS WHO ARE DANCE MINORS:** No more than 16 credits of technique and performance courses (see list in #7 above) can be counted toward the 120 hours needed for a degree if you ARE minoring in Dance.

9. **FORMER 2-COURSE LIMIT ON INTRODUCTORY STATISTICS:** Several departments offer introductory statistics courses. You may now count more than one of these courses toward the 120 hours needed for a degree. Most departments accept any of the stats courses listed below, however, so it would probably be best to check with your department chair to see if taking a second statistics courses is recommended:

BUAD 231
BIOL 425
ECON 307
KINE 394
MATH 106 and 308
PSYC 301
SOCL 401

10. **4- & 6-HOUR LIMITS ON KINESIOLOGY ACTIVITY:** Kinesiology activity is no longer a degree requirement, but Kinesiology activity courses are still offered. Students who are NOT Kinesiology majors may count up to 4 credits of Kinesiology activity (KINE 100 – 199) toward the 120 hours needed for a degree, and students who ARE Kinesiology majors may count up to 6 credits.

11. **LIMITS WITHIN INDIVIDUAL MAJORS:** These limitations vary by department and will be stated in the sections for individual majors. For example, some departments may limit the number of 100- and 200-level courses or independent study courses or courses in a particular sub-field, etc. Check these rules in the catalogue.

12. **14-HOUR LIMIT ON CREDITS WHICH CAN BE TRANSFERRED FROM ANY ONE SUMMER.** You may take more than 14 credits during one summer at another school if the other school allows it, but you

may transfer a maximum of 14 to W&M. This is because the maximum number of credits you may take in one summer at W&M is 14. Be sure to receive written permission from the Registrar's Office (form on their web site) before taking any courses at another American college and from the Reves Center before taking any courses at another institution abroad.

13. 18-HOUR LIMIT ON CREDITS WHICH CAN BE TRANSFERRED FROM ANY ONE SEMESTER. You may take more than 18 credits in one semester elsewhere if the other school allows it, but you may transfer a maximum of 18 to W&M. Again, be sure to receive written permission from the appropriate department before taking any credits elsewhere.

14. 15-CREDIT MINIMUM OF W&M COURSES WHICH COUNT TOWARD YOUR MAJOR. Suppose your major requires 33 credits, and you took 21 credits toward your major at the first school you attended. It might look as if you needed only 12 more hours in your major, but you'd actually need 15, because 15 credits of your major must be taken at W&M.

PLAN AHEAD: If you make a 4-year plan including all the courses you need to meet every requirement every semester when you first matriculate at W&M and keep it updated every semester, carefully checking it against all the rules that apply to you, chances are there will be no bad surprises in your graduating semester

POSTSCRIPT

The Amateur Advisor was intended to be a self-help instruction manual. If your concerns weren't addressed or if you still have questions, please contact the Academic Advising Office at 221-2476 or come to the office located in Ewell Hall.

* This document is for planning purposes only.

STUDENT ACADEMIC PLAN

Name _____	Date _____
Major(s) _____	SID# _____
Minor _____	Phone _____
Email _____	Class _____

Overall Credits _____ GPA _____
 10-Semester Rule _____ 6-Year Rule _____

PROFICIENCY REQUIREMENTS

Freshman Seminar _____ How? _____
 Lower Division Writing _____ How? _____
 Foreign Language _____ How? _____
 DIL _____ How? _____

GENERAL EDUCATION REQUIREMENTS

1	2A	2B	3
3	4A	4B	4C
5	6	7	

MAJOR(S), MINOR, ROTC, ETC.

Major 1 _____ Needs _____
 Attmpt Hrs _____
 QPs _____
 GPA _____

Major 2 _____ Needs _____
 Attmpt Hrs _____
 QPs _____
 GPA _____

Other _____ Needs _____
 Attmpt Hrs _____
 QPs _____
 GPA _____

NOTES _____

SEMESTER _____ CREDITS

TOTAL _____

SEMESTER _____ CREDITS

TOTAL _____

SEMESTER _____ CREDITS

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SEMESTER _____ CREDITS

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