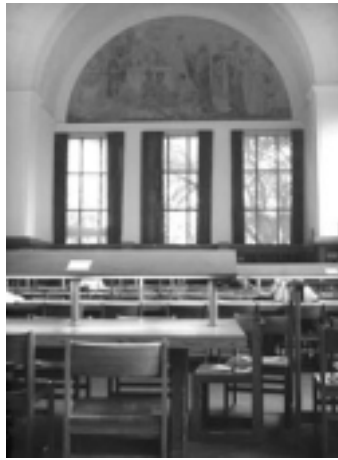


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THE UNIVERSITY OF MICHIGAN



COLLEGE OF LITERATURE,  
SCIENCE, & THE ARTS



# TRANSFER STUDENT HANDBOOK

*2000–2001*

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[www.lsa.umich.edu/saa/transfer](http://www.lsa.umich.edu/saa/transfer)

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# WELCOME TO LS&A

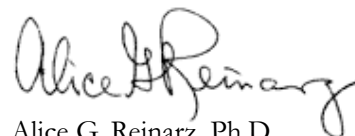
## *A letter from the Director, Academic Advising Center*

Greetings and welcome to the University of Michigan. Since my own arrival at UM, I continue to be impressed by the breadth of opportunities offered by the College of Literature, Science, and the Arts. You will find a varied curriculum accompanied by out-of-class experiences to meet your personal goals. Additionally, there are ample non-academic options to enhance your undergraduate years. To guide you through these exciting, and occasionally stressful times, the LS&A Academic Advising Center provides information and assistance.

Many transfer students at UM face adjustments the first year. There may be new academic expectations here which are greater than you have experienced in the past. I suggest that you evaluate carefully (and early) the level of performance your instructors anticipate. Read over the syllabus in each course and compare notes with fellow students. You may find classes in which a portion of the prerequisite information has been covered in your previous courses but still may require additional study to meet the present demands. If you have any questions or concerns, please discuss them promptly with your advisor.

Naturally you will be adjusting outside the classroom as well. There are many rules and complex procedures which you will master in making your way through the system at UM. In this first term, for example, you might consider a lighter academic load. Again, please use the expertise of your advisor in assuring a successful transition.

All of us in the Academic Advising Center wish you the best during your undergraduate years and look forward to the privilege of working with you.



Alice G. Reinarz, Ph.D.

Director

LS&A Academic Advising Center

# USING THIS BOOKLET

## *The Transfer Student Handbook*

As a transfer student, you have already mastered the rules, regulations, and requirements of your current college. Now, as you transfer to the University of Michigan, you will have to learn the variations of those rules: the information that governs you as a student in LS&A. This booklet has been assembled to give you a basic overview of the rules and requirements of your new academic home and to help you make your transition to the University of Michigan.

First, you need to read through this material carefully. Please note especially the information about degree requirements and how credits transfer and are used toward your LS&A degree. In that section we ask you to do some "homework" to consider how your previous credits will apply to your LS&A degree at U M. The more you learn about your new College and what it expects of you, the faster and more complete your transition will be.

Pay special attention to the **Frequently Asked Questions** section. We've included important information that relates to common mistakes made by transfer students as well as general assumptions and myths that many students make about LS&A.

Finally, add this handbook to your file of information about the University of Michigan and keep it with you while you are a student on this campus. The basic advice and referral information will be items you will use frequently, especially during your first term or two at UM.

# ADVISING & YOUR EDUCATION

## *Using an academic advisor and popular misconceptions about advising*

The advisor is your key to learning what is available here for you to use and how to make the most of these opportunities. This is a person you can turn to for help when you need direction, advice in planning your courses, evaluation of your study and time management skills, or help in approaching a college instructor. Your advisor is the logical person with whom to discuss your thoughts about possible concentrations, academic and career goals, or any uncertainty that you might have about where you want to go and what you want to do. Together you can plan how to make your LS&A degree truly a personal design, not just a formula degree.

### **A general academic advisor will:**

- Inform you about degree requirements and college policies and procedures.
- Describe course options and useful campus resources.
- Help you learn better study and time management skills.
- Help you decide upon a concentration best fitted to your skills, interests, and future goals.
- Help you plan strategies to achieve your goals.
- Help you handle any academic difficulty you may encounter.
- Be a skilled contact in making the university work for you.

### **A concentration advisor will:**

- Explain the concentration requirements.
- Determine what transfer credit (including "departmental" credit) can be applied toward the concentration.
- Waive concentration requirements or require additional course work depending on your background and experience.
- Assess what courses are still needed to complete the concentration plan.
- Review residency requirements if you wish to complete some remaining courses out-of-residence.

### **An academic advisor cannot:**

- Make your decisions for you—tell you what you should concentrate in or what classes you should take. Advisors can describe logical options for your circumstances and your aspirations and give you the information you need to make logical, informed decisions.
- Tell you what is a "good class." What makes a class "good" depends entirely upon your skills, interests, and goals. What's "good" for one student is not necessarily "good" for another.
- Help you very much with specific problems or situations if you wait too long to discuss them. Problems don't go away when you ignore them; they only get worse. Usually there are more options available to correct or improve a situation the earlier you address it.

# DIRECTORY

## Academic advising resources

### LS&A Academic Advising Center

1255 Angell Hall  
764-0332 (Advisors)  
<http://www.lsa.umich.edu/saa/>

The LS&A Academic Advising Center is here to assist you in planning your undergraduate experience in the College. The Advising Center serves LS&A undergraduates by:

- Helping them make informed decisions about educational goals and the LS&A curriculum.
- Encouraging them to formulate an academic program appropriate to their individual interests and abilities.
- Assisting them in evaluating their individual academic progress and performance.
- Providing them accurate and up-to-date information regarding LS&A policies and procedures.
- Furnishing them an opportunity to explore the purposes of a liberal arts education.

Our general advisors can explain degree requirements and help you select your classes and concentration program. They may help you with any academic problem by sorting out the difficulties and referring you to the appropriate resources on campus. Most importantly, advisors will help you think clearly about what you hope to achieve in your education.

You are assigned a general advisor when you attend orientation. This advisor will keep in regular contact with you via electronic mail, reminding you of deadlines and resources. You may also use e-mail to ask your advisor quick questions; it is a good practice to make a note of your general advisor's e-mail address so that you can reach him/her easily when these questions occur to you. Although seeing your advisor prior to registering for another term is not mandatory, it is highly recommended. You can schedule an appointment with your general advisor (or any other general advisor) by calling the LS&A Academic Advising Center at the number listed above, or by coming to the Center in person. You cannot make an appointment with your advisor via e-mail.

As an additional general advising service, most residence halls have an advisor from the Center assigned to hold office hours in the residence hall itself. You can talk with the residence hall LS&A advisor on a walk-in basis during the times he/she is on site. Each residence hall also has a trained academic peer advisor (APA) living in the hall and available for consultation on a regular basis.

Pre-professional and specialty advising is available in the Advising Center to help add detail and focus to particular areas of interest. The Advising Center offers pre-health professions, pre-law, and pre-business (undergrad and MBA interests) advising services. In addition, advisors from Engineering and the School of Education hold office hours in the Center to talk with LS&A students who are considering a program offered in their School. Advisors who specialize in the BGS degree and the Individualized Concentration Program (ICP) are located in the Advising Center as well. You may schedule an appointment with any of these advisors by contacting the Advising Center.

The LS&A Academic Advising Center is also the central distribution and collection point for most College forms and materials, including the *LS&A Bulletin*; *Progress Toward Degree Self Check*; *Concentration Declaration Forms*; *Concentration Release Forms*; *Diploma Applications*; and *GRE Forms*.

Concentration advisors will answer questions about particular "majors" in their respective departments and help you shape the major appropriately. You should consult a concentration advisor on a regular basis to be sure that you are aware of all the options available to you within the department. To schedule an appointment with a concentration advisor, you must contact the specific departmental office. Departmental phone numbers and locations are available in the *LS&A Bulletin*. See also the complete list on page 8-9 of this handbook. You are encouraged to officially declare your concentration through a meeting with a concentration advisor as soon as you have made your decision. The information that you included on your UM application does not constitute an official concentration declaration.

### Academic Standards Board

1255 Angell Hall  
764-0311 or 764-0332

Members of the Academic Standards Board are able to help you deal with specific academic difficulties and may grant exceptions to LS&A academic policies and degree requirements. You may discuss with a Board member and, if necessary, petition in writing for a waiver or modification of College rules. The LS&A Academic Standards Board also administers academic discipline. Each term the Board, after reviewing transcripts of those students who show evidence of academic difficulty, acts in accordance with the policies set forth in *Chapter IV* of the *LS&A Bulletin* to determine which students may remain enrolled and which students will be dismissed. The Board has further responsibility for readmitting students dismissed due to unsatisfactory performance and for interpreting academic standards.

### Academic Auditors

G255 Angell Hall  
763-3101

The auditors check for the completion of all LS&A degree requirements, inform you of your progress toward graduation, and authorize graduation.

### LS&A Academic Information and Publications

G415 Mason Hall  
764-6810

LS&A Academic Information and Publications offers current information about LS&A academic policies, procedures, LS&A courses, and LS&A closed course/section information. LS&A Academic Information and Publications conveys this information in two ways: (1) the Student Academic Affairs Website ([www.lsa.umich.edu/saa/](http://www.lsa.umich.edu/saa/)); and (2) a telephone information system (dial POINT-10, or 764-6810). The POINT-10 information service is open Monday through Friday, except on University holidays, from 8 to 5. LS&A Academic Information and Publications is also responsible for publication of the *LS&A Bulletin*, *Course Guides*, and the *Transfer Student Handbook*.

**Assistant Dean for Student Academic Affairs**

G411 Mason Hall  
764-7297

Overall administration of LS&A Student Academic Affairs is the responsibility of the Assistant Dean. Policy and procedure matters are handled in this office. Academic judicial policy is administered by the Assistant Dean should a student be charged with cheating or plagiarism in a class.

**LS&A Peer Academic Advising Office (PAAO)**

G150 Angell Hall  
763-1553

The LS&A Peer Academic Advising Office, staffed completely by undergraduates, offers a unique comfortable atmosphere in which to obtain relevant academic information. Providing peer counseling, PAAO presents students with an opportunity to share and receive experiences in an informal fashion. The PAAO office maintains such resources as course evaluations and examinations. It disseminates information concerning the newest and most innovative classes. PAAO also stocks graduate catalogs from professional schools across the country as well as the latest in post graduation materials.

**Comprehensive Studies Program**

William Collins, Director  
G155 Angell Hall  
(734) 764-9128

<http://www.lsa.umich.edu/csp/>

The Comprehensive Studies Program (CSP) provides support services to over 2,000 UM undergraduates, 500 of them first-year students. Intensive course sections, smaller than most classes, are enriched classes that meet an additional hour each week. CSP introductory classes are offered in biology, chemistry, English, physics, mathematics, and Spanish. In addition, CSP provides tutorials for several LS&A courses in which students can benefit from personal attention, such as courses in foreign language, natural

sciences, economics, accounting, and math. Academic advising and personalized counseling happens frequently if you participate in CSP. An advisor will be assigned to you who will help you explore your interests, aptitudes, needs, academic goals, and career objectives. You'll probably meet with the same counselor from orientation to the time you graduate. CSP advisors have specialized training so they can help on a wide range of practical and personal issues.

**Sweetland Writing Center (SWC)**

Ejner Jensen, Director  
1139 Angell Hall  
(734) 764-0429  
<http://www.lsa.umich.edu/swc/>

The Sweetland Writing Center helps students write successfully in their undergraduate courses. One of the most valuable services offered by the SWC is Writing Workshop. Any LS&A student, any student enrolled in an LS&A course, and any graduate student may schedule an appointment with an experienced SWC faculty member to obtain help with writing assignments, from finding a topic and developing an argument to polishing a paper.

Students may also obtain assistance with personal statements for graduate or professional schools or work on a specific writing problem (*e.g.*, writer's block). Students seeking assistance may drop in or make an appointment by calling (734) 764-0429 to meet individually with a faculty member. The Writing Workshop is located in 1139 Angell Hall during the day and in some residence halls on a few evenings.

Because many students often feel most comfortable talking about their writing with peers, many prefer to visit the peer writing tutors rather than faculty in the Writing Workshop. The peer tutors, upper-level undergraduates who have successfully completed the seminar in peer tutoring, are located in a computer classroom adjacent to the Angell Hall Computing Site. Peer tutors are available on a walk-in basis Sunday through Thursday evenings, from 7 to 11 P.M.

**LS&A Student Academic Affairs Home Page**

<http://www.lsa.umich.edu/saa/>

The LS&A Student Academic Affairs home page allows you to check online lots of information related to the College. You can read about degree requirements, check descriptions of courses, connect with departmental homepages, learn about the various concentrations, check deadlines and procedures, and much more. See the outline of the website contents on page 100 of this booklet.

**Wolverine Access**

<https://wolverineaccess.umich.edu>

*Wolverine Access* is an online service for students maintained by the Registrar's Office. Through *Wolverine Access* you can access your current class schedule, see your current academic report, look at your grades as they are being posted, check your financial aid status, order a transcript, see your registration appointment time, check your student account and update your address information. *Wolverine Access* also allows you to check open and closed courses and register for the term online.

<http://www.lsa.umich.edu>

# DEGREE REQUIREMENTS

## What you should know

The College awards three basic degrees: the Bachelor of Arts (AB), Bachelor of Science (BS), and Bachelor in General Studies (BGS).

## AB/BS Bachelor of Arts & Bachelor of Sciences

The Bachelor of Arts (AB) and the Bachelor of Sciences (BS) have the following requirements:

- Completion of at least 120 credits, of which 108 must be LS&A courses, with an average of at least "C" ( $GPA \geq 2.000$ ).
- Completion of the LS&A composition requirement, both introductory composition and a junior/senior writing course. Students may use a junior/senior writing course that is also part of their 60 credit upper-level requirement.
- Completion of the LS&A Race & Ethnicity requirement. Students may use an upper-level course approved for this requirement as part of their minimum 60 credits of upper-level work.
- Completion of the LS&A Language requirement. Students are required to complete fourth-term proficiency in a language other than English, most often by earning credit for the fourth term of a U M language course.
- Completion of the LS&A Area Distribution requirement. Students must complete 30 credits outside their field of concentration distributed over the following five categories: Natural Sciences, Social Sciences, Humanities, Mathematical & Symbolic Analysis, and Creative Expression.
- Completion of the requirements for a concentration (major) program in LS&A with an average of at least "C" ( $GPA \geq 2.000$ ). Some concentrations have additional grade requirements.
- Completion of an additional minor program, if desired.
- Completion of elective credits sufficient to reach the 120 credit minimum.
- To earn the Bachelor of Science (BS) degree, you must complete 60 credits of approved course work in

natural science, physical science, and/or mathematics.

Refer to the *LS&A Bulletin* for full details on each of the above requirements.

## BGS Bachelor in General Studies

The Bachelor of General Studies (BGS), established in 1968, is a degree option for students with interdisciplinary or alternative academic interests. It allows them to pursue their interests in an individually designed degree program independent of departmental requirements. The BGS is not designed for students who lack a specific educational purpose or direction. Such students ultimately flounder in the freedom of the BGS program for lack of clarity of purpose.

The BGS is ideally suited for students who have specific areas of interest, who see in the flexibility of its degree structure a chance to explore new areas of learning, and who welcome the responsibility of planning their own undergraduate programs. Students may, with the BGS, combine skills, knowledge and experience across departments and academic disciplines. It is also possible to fold into the BGS course work the classes needed to earn a Teaching Certificate, to prepare for entry level business positions or an MBA program, or to prepare for medical, law, or other professional/graduate schools.

The Bachelor of General Studies has the following requirements:

- Completion of at least 120 credits of which at least 60 credits are for course work elected at the 300 level and above.  
*No more than 20 credits of upper division courses of the minimum 60 required credits may be counted from a single department.*
- Completion of the total academic program in good standing (overall minimum 2.0 grade point average (GPA) for all courses and at least a 2.0 GPA in all successfully completed upper-level course work).
- Completion of the LS&A composition requirement, both introductory composition and a junior/senior writing course. Students may use a junior/senior writing course that is also part of their 60 credit upper-

level requirement.

- Completion of the LS&A Race & Ethnicity requirement. Students may use an upper-level course approved for this requirement as part of their minimum 60 credits of upper-level work.
- Completion of the LS&A Quantitative Reasoning requirement. Students may count an upper-level course approved for this requirement as part of their minimum 60 upper-level credits.
- A maximum of 20 credits of *acceptable* non-LS&A course work can be applied toward this 120 credit program. Any such course work that is upper-level may be applied toward their 60 credit upper-level requirement. Students should consult the *LS&A Bulletin* or with an advisor to make sure that any non-LS&A course work they plan to take will be accepted by the College.
- Students earning a BGS do not have to fulfill the LS&A Distribution, Concentration, and Foreign Language requirements.

Refer to the *LS&A Bulletin* for full details on each of the above requirements.

Students who are considering a BGS degree or who are actively pursuing one, should consult on a regular basis with their general advisor or one of the advisors who specialize in the BGS degree. Such regular contact will assist in shaping this degree to reflect the desired skills, knowledge and experience which the student intends to combine in this non-traditional degree.

Transfer students who elect the BGS program must be particularly careful in program planning. Very often students will transfer primarily lower-level credit and therefore are compelled to elect only upper-level (courses numbered 300 and above) course work at UM. In some cases, the upper-level work requires prerequisites of lower-level course work not already completed, thus requiring further lower-level work. A transfer student may not feel that he/she has enough "room" in the terms remaining to take much additional lower-level work and still graduate "on time." Therefore, transfer students who consider this option should work very closely with an academic advisor.

# SELECTING A CONCENTRATION

## *What you should know*

Many transfer students already know their field of concentration. Whenever possible we will arrange for you to meet with a concentration advisor in addition to a general advisor during orientation. The concentration advisor can go over requirements with you and help you interpret any transfer credits you may have in the field of concentration. When we are unable to arrange a concentration appointment, your general advisor will be able to get you started. The *LS&A Bulletin* specifies the requirements for concentrating in each of the departments and programs in the College.

If you have not yet chosen a concentration, you need to begin thinking about your areas of interest so that you can choose your concentration in a timely manner. Probably the most helpful hint we can give you in selecting your concentration is to choose one which satisfies you. Success in a concentration depends on a combination of interests, skills, and aptitudes. If you choose a concentration only because of its job possibilities while failing to look at your own interests, skills, and aptitudes, you could be heading for trouble. Before you decide, learn all you can about the requirements demanded by your proposed concentration. If the concentration doesn't satisfy your interests and fit with your aptitudes, you may find it necessary to change.

Although you may have listed an anticipated area of study on your application to the University of Michigan, you still must meet with a concentration advisor to officially declare that concentration. The concentration advisor completes a Concentration Declaration form; you then turn in the form to the Advising Center so that this information may be posted on your transcript. Once you have formally declared a concentration, you can change your mind without much difficulty. You simply discuss the new concentration with the appropriate advisor and file a new declaration form. If you change concentrations late in your academic career, you may add a term or two to the length of your degree. This is probably still preferable to continuing in an area that has ceased to interest you.

Our second bit of advice is to ask you not to be misled by today's job market in choosing your concentration. Many of you, understandably, desire economic security and mobility, but it is important to avoid using your College career only as a vehicle for gaining those ends. Using current job opportunities as a basis for choosing a career and determining a concentration may be ill-fated for two reasons. First, you may be dissatisfied with the career once you have entered it if you fail to consider your personal needs, desires, interests, the type of person you want

to be, and how that concentration or career suits you. Second, in a rapidly changing society, today's job market may change substantially over the next four years. You are better off choosing a concentration (and a career) that suits and reflects you as a person.

Finally, in selecting your concentration, we urge you to exhaust every informational resource at your disposal. These resources include the offices for the Academic Advising Center described on pages 4-5; the UM faculty who, even if they may not have the information you seek, can usually refer you to someone who does; and the Office of Career Planning and Placement (3200 Student Activities Building, 764-7460). Career Planning and Placement can assist you in making career decisions and conducting effective job searches. Seminars, career conferences, counseling sessions, and an extensive career library are among the resources available to help you in making and implementing career choices. Much information is provided on pre-professional preparation, career fields, experiential opportunities, linking choice of concentration to career decision, and job search strategies.

# DIRECTORY

## Concentration appointments

Concentration advisors are, most often, faculty or staff members from LS&A departments who help students shape and focus their academic goals. They discuss with students how best to progress in a concentration program and to utilize the skills acquired in the study of a particular discipline both in graduate or professional schools or on the job. Students meet with most concentration advisors in their departmental offices. Students make appointments with concentration advisors by contacting the departmental office directly.

- **Afroamerican & African Studies**  
200A West Hall, 764-3399  
[www.umich.edu/~iinet/caas/](http://www.umich.edu/~iinet/caas/)
- **American Culture**  
G410 Mason Hall, 763-0031  
[www.lsa.umich.edu/ac/](http://www.lsa.umich.edu/ac/)
- **Ancient Civilizations & Biblical Studies**  
3074 Frieze Building, 764-0314
- **Anthropology**  
1020 LS&A Building, 764-7274  
[www.lsa.umich.edu/anthro/](http://www.lsa.umich.edu/anthro/)
- **Anthropology-Zoology**  
1020 LS&A Building, 764-7274  
[www.lsa.umich.edu/anthro/](http://www.lsa.umich.edu/anthro/)
- **Arabic, Armenian, Persian, Turkish & Islamic Studies**  
3074 Frieze Building, 764-0314
- **Asian Studies**  
3076 Frieze Building, 936-3915  
[www.lsa.umich.edu/asian/divisions/asianstudies.html](http://www.lsa.umich.edu/asian/divisions/asianstudies.html)
- **Astronomy & Astrophysics**  
833 Dennison, 764-3454  
[www.astro.lsa.umich.edu/](http://www.astro.lsa.umich.edu/)
- **Biochemistry**  
1500 Chemistry, 647-2857  
[www.umich.edu/~michchem/undergrad/concentrate.html](http://www.umich.edu/~michchem/undergrad/concentrate.html)
- **Biology**  
1121 Natural Science Building, 764-2446  
[www.biology.lsa.umich.edu/academic/undergrad/conc.html](http://www.biology.lsa.umich.edu/academic/undergrad/conc.html)
- **Biology (General)**  
1121 Natural Science Building, 764-2446  
[www.biology.lsa.umich.edu/academic/undergrad/conc.html](http://www.biology.lsa.umich.edu/academic/undergrad/conc.html)
- **Biophysics**  
4204 Chemistry, 764-5280  
[www.umich.edu/~biophys/](http://www.umich.edu/~biophys/)
- **Biopsychology & Cognitive Science**  
1044 East Hall, 764-2580  
[www.umich.edu/~psycdept/UG/undergrad.html](http://www.umich.edu/~psycdept/UG/undergrad.html)
- **Cellular & Molecular Biology**  
1121 Natural Science Building, 764-2446  
[www.biology.lsa.umich.edu/academic/undergrad/conc.html](http://www.biology.lsa.umich.edu/academic/undergrad/conc.html)
- **Chemistry**  
1500 Chemistry, 647-2858  
[www.umich.edu/~michchem/](http://www.umich.edu/~michchem/)
- **Chinese Language & Literature**  
3076 Frieze Building, 936-3915  
[www.lsa.umich.edu/asian/divisions/u\\_chinese.html](http://www.lsa.umich.edu/asian/divisions/u_chinese.html)
- **Classical Archaeology**  
2160 Angell Hall, 764-0362  
[www.umich.edu/~classics/undergrad/undergrad\\_web\\_site/proclassarch.html](http://www.umich.edu/~classics/undergrad/undergrad_web_site/proclassarch.html)
- **Classical Civilization**  
2160 Angell Hall, 764-0362  
[www.umich.edu/~classics/undergrad/undergrad\\_web\\_site/classyciv.html](http://www.umich.edu/~classics/undergrad/undergrad_web_site/classyciv.html)
- **Classical Languages & Literatures**  
2160 Angell Hall, 764-0362  
[www.umich.edu/~classics/undergrad/undergrad\\_web\\_site/classlang.html](http://www.umich.edu/~classics/undergrad/undergrad_web_site/classlang.html)
- **Communication Studies**  
2020 Frieze Building, 764-0420  
[www.lsa.umich.edu/comm/](http://www.lsa.umich.edu/comm/)
- **Comparative Literature**  
2015 Tisch Hall, 763-2351  
[www.lsa.umich.edu/complit/](http://www.lsa.umich.edu/complit/)
- **Computer Science**  
1255 Angell Hall, 764-0332  
[www.eecs.umich.edu/cse/](http://www.eecs.umich.edu/cse/)
- **Dramatic Writing**  
2512 Frieze Building, 764-0147
- **Economics**  
158 Lorch Hall, 763-9242  
[www.econ.lsa.umich.edu/](http://www.econ.lsa.umich.edu/)
- **English Language & Literature**  
3187 Angell Hall, 764-6330  
[www.lsa.umich.edu/english/](http://www.lsa.umich.edu/english/)
- **Environmental Geology**  
2534 C.C. Little Building, 764-0597 or 764-1435
- **Film & Video Studies**  
2512 Frieze Building, 764-0147  
[www.umich.edu/~umfvpgm/](http://www.umich.edu/~umfvpgm/)
- **French & Francophone Studies**  
4108 Modern Languages Building, 764-5344  
[www.lsa.umich.edu/rl/french.html](http://www.lsa.umich.edu/rl/french.html)
- **Geological Sciences**  
2534 C.C. Little Building, 763-2298 or 764-1435  
[www.geo.lsa.umich.edu/](http://www.geo.lsa.umich.edu/)
- **German**  
3110 Modern Languages Building, 764-3227  
[www.lsa.umich.edu/german/](http://www.lsa.umich.edu/german/)
- **Greek Language & Literature**  
2160 Angell Hall, 764-0362  
[www.umich.edu/~classics/undergrad/undergrad\\_web\\_site/classlang.html](http://www.umich.edu/~classics/undergrad/undergrad_web_site/classlang.html)
- **Hebrew & Jewish Cultural Studies**  
3074 Frieze Building, 764-0314  
[www.umich.edu/~neareast/pages/programs.html](http://www.umich.edu/~neareast/pages/programs.html)
- **History**  
1029 Tisch Hall, 764-6305  
[www.lsa.umich.edu/history/](http://www.lsa.umich.edu/history/)
- **History of Art**  
110 Tappan Hall, 764-5400  
[www.umich.edu/~hartspc/histart/](http://www.umich.edu/~hartspc/histart/)
- **Individual Concentration Program**  
1255 Angell Hall, 764-0332
- **Italian**  
4108 Modern Languages Building, 764-5344  
[www.lsa.umich.edu/rl/italian.html](http://www.lsa.umich.edu/rl/italian.html)
- **Japanese Language & Literature**  
3076 Frieze Building, 936-3915  
[www.lsa.umich.edu/asian/](http://www.lsa.umich.edu/asian/)

- **Judaic Studies**  
3032 Frieze Building, 763-9047  
[www.umich.edu/~judstud/](http://www.umich.edu/~judstud/)
- **Latin American & Caribbean Studies**  
1080 South University, Suite 2607,  
763-0553  
[www.umich.edu/~iinet/lacs/](http://www.umich.edu/~iinet/lacs/)
- **Latin Language & Literature**  
2160 Angell Hall, 764-0362  
[www.umich.edu/~classics/undergrad/  
undergrad\\_web\\_site/classlang.html](http://www.umich.edu/~classics/undergrad/undergrad_web_site/classlang.html)
- **Latina/Latino Studies**  
G410 Mason Hall, 764-9934 or  
763-0031
- **Linguistics**  
1076 Frieze Building, 763-9177 or  
764-0353  
[www.lsa.umich.edu/ling/](http://www.lsa.umich.edu/ling/)
- **Mathematics (Actuarial, Pure Math, Mathematical Sciences)**  
2072 East Hall, 763-4223  
[www.math.lsa.umich.edu/](http://www.math.lsa.umich.edu/)
- **Medieval & Renaissance Collegium**  
1638 Haven Hall, 763-2066  
[www.umich.edu/~marcons/](http://www.umich.edu/~marcons/)
- **Microbiology**  
1121 Natural Science Building,  
764-2446  
[www.biology.lsa.umich.edu/  
academic/undergrad/conc.html](http://www.biology.lsa.umich.edu/academic/undergrad/conc.html)
- **Middle Eastern & North African Studies**  
1080 South University, Suite 4640,  
764-0350  
[www.umich.edu/~iinet/cmenas/](http://www.umich.edu/~iinet/cmenas/)
- **Music**  
1255 Angell Hall, 764-0332  
[www.music.umich.edu/](http://www.music.umich.edu/)
- **Near Eastern Civilizations**  
3074 Frieze Building, 764-0314  
[www.umich.edu/~neareast/](http://www.umich.edu/~neareast/)
- **Oceanography**  
2534 C.C. Little Building, 764-0597  
or 764-1435
- **Philosophy**  
2215 Angell Hall, 764-6285  
<http://www.lsa.umich.edu/philosophy/>
- **Physics**  
2061 Randall Lab, 936-0659  
<http://www.physics.lsa.umich.edu/>
- **Physics (General)**  
2061 Randall Lab, 936-0659  
<http://www.physics.lsa.umich.edu/>
- **Plant Biology**  
1121 Natural Science Building,  
764-2446  
[http://www.biology.lsa.umich.edu/  
academic/undergrad/conc.html](http://www.biology.lsa.umich.edu/academic/undergrad/conc.html)
- **Political Science**  
7602 Haven Hall, 764-6312  
<http://polisci.lsa.umich.edu/>
- **Psychology**  
1044 East Hall, 764-2580  
<http://www.umich.edu/~psycdept/>
- **Religion (Studies in)**  
3076 Frieze Building, 936-3915  
<http://www.lsa.umich.edu/religion/>
- **Russian**  
3040 Modern Languages Building,  
764-5355  
<http://www.lsa.umich.edu/slavic/>
- **Russian & East European Studies**  
1080 South University, Suite 4668,  
764-0351  
<http://www.umich.edu/~iinet/crees/>
- **Social Anthropology**  
3001 LS&A Building, 764-7239  
<http://www.lsa.umich.edu/anthro/>
- **Sociology**  
3001 LS&A Building, 764-7239  
<http://www.umich.edu/~socdept/>
- **Spanish (Hispanic Literature, Hispanic Studies)**  
4108 Modern Languages Building,  
764-5344  
[http://www.lsa.umich.edu/rl/  
spanish.html](http://www.lsa.umich.edu/rl/spanish.html)
- **Statistics**  
1439 Mason Hall, 764-4413  
<http://www.stat.lsa.umich.edu/>
- **Theatre and Drama**  
2550 Frieze Building, 764-5350
- **Women's Studies**  
1122 Lane Hall, 763-2047  
<http://www.umich.edu/~womenstd/>

# SAA ONLINE

## LS&A Student Academic Affairs website directory

### **COURSE GUIDES**

<http://www.lsa.umich.edu/saa/publications>

- Course Guides—Where to go to find the official course descriptions for each class each term. *ONLINE ONLY*
- LS&A Bulletins—*The Bulletin* contains information about our College's academic policies and procedures, rules and regulations, concentration requirements, and the LS&A faculty and its specialties.
- Courses Approved for Specific Requirements—An up-to-date list and archive of courses approved for R&E, QR, and Junior/Senior Writing requirements.
- Departmental Leaflets—Career leaflets include general information about concentrations and an overview of typical occupations in career areas. *ONLINE ONLY*

### **ACADEMIC STANDARDS**

<http://www.lsa.umich.edu/saa/standards>

- Petition Processes
- Exceptions to/substitutions of Academic Requirements
- Academic Discipline
- Academic Judiciary
- Grade Appeals Procedures

### **FIRST-YEAR STUDENTS**

<http://www.lsa.umich.edu/saa/firstyear>

- First-Year Handbook
- First-Year Course Guide
- First-Year Summer Orientation Materials
- Other pertinent information
- International Student information

### **SPECIAL OPPORTUNITIES**

<http://www.lsa.umich.edu/saa/opportunities>

- Links to the living/learning communities in LS&A
- Link to Study Abroad
- LS&A Scholarship information
- Theme Semesters
- Tutoring resources
- Student Academic Clubs; Honor Societies

### **PROSPECTIVE STUDENTS**

<http://www.lsa.umich.edu/saa/prospective>

- For students interested in attending our College

### **INFORMATION FOR PARENTS**

<http://www.lsa.umich.edu/saa/parents>

- For parents of current & prospective students

### **ACADEMIC CALENDARS**

<http://www.lsa.umich.edu/saa/calendars>

- The LS&A Academic Calendar (past, present, & future)

### **ACADEMIC ADVISING CENTER**

<http://www.lsa.umich.edu/saa/advising>

- General Advising—Contains information about the Academic Advising Center and the services it provides.
- Concentration Advising—Provides what you need to know about declaring changing, and getting advice about concentration programs.
- Pre-Professional Advising—An up-to-date list and archive of courses approved for R&E, QR, and Junior/Senior Writing requirements.
- Departmental Leaflets—Career leaflets include general information about concentrations and an overview of typical occupations in career areas. *ONLINE ONLY*

### **TRANSFER STUDENTS**

<http://www.lsa.umich.edu/saa/transfer>

- Transfer Student Handbook
- Transfer Student Course Guide
- Transfer Student Orientation Materials
- Other pertinent information

### **PEOPLE IN SAA**

<http://www.lsa.umich.edu/saa/staff>

- List of Academic Advisors and SAA staff, including e-mail addresses

### **GLOSSARY**

[http://www.lsa.umich.edu/saa/advising/glossary\\_frame.html](http://www.lsa.umich.edu/saa/advising/glossary_frame.html)

- Glossary of Academic terms

### **INFORMATION FOR INSTRUCTORS**

<http://www.lsa.umich.edu/saa/instructors>

- Pertinent information for LS&A instructors

# TRANSFER CREDIT

## Planning for your first term

### Transferring courses taken at another College or University:

The maximum number of credits that can be transferred into LS&A is 60 semester credit hours (62 if you come with an associates degree from a community college that requires 62). If you have more than 60 credits from other schools, the courses may all transfer but the credit hour total on your LS&A transcript will appear as 60+.

Transfer credit is defined as out-of-residence. LS&A students are required to complete 60 credits in residence, at least 30 of which must be among the final 60. You should carefully read the section *Residence Policy* in *Chapter IV* of the *LS&A Bulletin*.

### Transfer credit criteria:

The criterion for establishing which courses are transferable is that course content is basically parallel to a UM class and is completed with a "C" or better. Your past school's transcript is evaluated by the Office of Undergraduate Admissions and is reflected on the Academic Report. Credit earned at other institutions is posted without honor points (i.e., without grades) and will not affect your UM grade point average (GPA). *The only exceptions are UM-Flint and UM-Dearborn; in these cases, credit is transferred together with honor points and credit is granted for courses passed with a "D-" or better. Credit from UM-Flint and UM-Dearborn is defined as out-of-residence.*

### Translating your Academic Report:

You will receive in the mail a transfer credit evaluation from the Office of Undergraduate Admissions.

Whenever possible, credit is assigned using a UM-Ann Arbor course number. When the transferred course cannot be matched with an existing UM-Ann Arbor course, it is assigned a three-digit departmental or inter-departmental number. In this case, the first digit will indicate level; the middle digit will be an "X" indicating that departmental credit has been

granted; and the third digit indicates the number of courses taken at the same level from that department. For example, an Academic Report for Winter 1997 could show:

Psychology 112	3 cr.
English 2X1	3 cr.
English 2X2	4 cr.
Biology 1X1	4 cr.

This means that the student will have been given credit for an introductory Psychology course similar to one described in the *LS&A Course Guide*, two second-year English courses and one first-year Biology course. 3X1 or 4X1 would indicate upper-level credit.

If you have questions about your Academic Report, ask your academic advisor. If the question or discrepancy cannot be easily resolved, show relevant transcripts and/or course materials to the Admissions Office and ask for re-evaluation. Credit is usually evaluated on the basis of catalogue descriptions which may not correspond with actual course content. As a last resort, contact the Academic Standards Board (1255 Angell Hall) and explain the problem.

### Applying Transfer Credits toward College Requirements:

During Orientation your Academic Advisor reviews your transfer credits with you and indicate how they can be used to meet certain LS&A requirements. At that time the Advisor completes a *Transfer Students Check List*, giving one copy to you and placing the carbon in your student file for future reference. Below are some issues of note with regard to applying transfer credit.

**English Composition:** Every student entering LS&A must fulfill the College's writing requirement which consists of an introductory composition component and a Junior/Senior writing course. Transfer students may find that the introductory composition component is satisfied with composition taken at a previous institution; not all transfer composition credit is accepted for this requirement so the student and advisor must check the status of the transfer credit on the SWC website (at

[www.lsa.umich.edu/ecb/requirements/transfcourses.html](http://www.lsa.umich.edu/ecb/requirements/transfcourses.html)). We do not consider Advanced Placement (AP) credit nor creative writing or journalism courses as equivalent to our introductory composition requirement. If your course has not yet been evaluated, please provide the Sweetland Writing Center with a course description (from the school catalog) and the syllabus. Submit it to: *Sweetland Writing Center, Transfer Courses, 1139 Angell Hall, Ann Arbor, MI 48109-1003.*

If transfer credit is not accepted for this requirement, the student must take one of the LS&A composition classes.

The writing requirement has a second part which can be completed only after a student has completed Introductory Composition. This requirement can be met only by taking a course which is on the approved list for the term in which the student fulfills the requirement. When registering for the course, the student must "modify" it for "ECB". *Most students look for a course in their concentration to satisfy this requirement.*

**Language:** Students entering with fourth-term language credit from their previous schools have met the language requirement. They do not have to take a language placement exam unless they plan to take advanced-level work in that language. All students with less than the fourth term of a language must take a placement exam if they intend to continue in the same language. Frequently, the placement exam will recommend a placement that repeats or is lower than the transfer course. If this happens, you should have a careful discussion with your advisor about the appropriate level to elect. Repeating a course or starting at a level lower than that transferred will forfeit the transfer credit. On the other hand, electing a course above your predicted performance level can be risky. *Note: If you decide to forfeit fourth-term (232) transfer credit for the election of a lower level course, you also forfeit satisfaction of the language requirement by transfer credit.*

**Race & Ethnicity and Quantitative Reasoning:** Transfer credit is never automatically applied to these requirements but is often appropriate. If you think you have met either of these requirements with transfer courses, ask your advisor how to apply for a waiver.

# TRANSFER CREDIT

## Planning for your first term, continued

### **Mathematics and Science courses:**

The sequence of topics taught in mathematics and science courses varies between colleges, making it difficult to find appropriate course in mid-sequence. The Biology department, for instance, tends to give departmental rather than specific credit for introductory courses. Students planning to take advanced-level Biology courses would then need to speak with a Biology advisor to determine if the transfer courses had prepared them sufficiently for the next level. Similar situations occur in other areas, especially Chemistry and Mathematics. Your advisor can help you track down this information.

# ORIENTATION & ADVISING

## Planning for your first term

After reading the information in this handbook regarding how transfer credits are evaluated and how they apply to corresponding LS&A degree requirements (read through the FAQ section carefully), it is a good idea to look at your transfer credit and make a tentative list of how those courses might apply to your degree here.

Using the "Progress Towards Degree Self Check" form on the next page, fill in any courses that you think might be used to satisfy LS&A requirements. If you have received your *credit evaluation* from the Admissions Office, use that to assist you in this exercise. If you have not yet received the evaluation, make a list of all the classes you think will transfer and make your best guess at how they will transfer and apply.

- Count up how many transfer credits you think you will have and how many credits you would still have to take in LS&A to reach the minimum 120. Note how many credits, if any, come from courses that might be taught in another portion of the University (*e.g.*, Engineering, Business, Kinesiology) rather than in the liberal arts college (LS&A).
- Note if you think you have a transfer composition course that the UM English Composition Board accepts as Introductory Composition. Check the ECB website for verification.

- Note any courses that you think might meet *Language, Race & Ethnicity*, and *Quantitative Reasoning*. Be sure to talk to your advisor about these courses and what you have to do to see if your estimate is correct for these requirements.

- Write on the back of the form all of your transfer courses that you think might apply to your concentration. If you have access to the Internet, look at the online *LS&A Bulletin* concentration homepage at: [www.lsa.umich.edu/saa/concentrations.html/](http://www.lsa.umich.edu/saa/concentrations.html/).

Check all of the requirements and prerequisites for that concentration so that you have a good idea of what might count toward the concentration and what courses you might still need to take.

- Consider if any of your transfer credits might be counted toward the Distribution Requirement.

Your advisor will also complete a *Progress Towards Degree* form using the most up-to-date information the Advising Center has received from Admissions. You and your advisor will compare notes during your sessions so that you will receive an official outline of exactly how your transfer credits will be used in your degree at the University of Michigan.

We encourage you to access the LS&A Student Academic Affairs home page

([www.lsa.umich.edu/saa/](http://www.lsa.umich.edu/saa/)) to read about College rules and requirements in detail before you come to campus. Once you have finished filling out your *Progress Towards Degree Self Check*, look at the online *Course Guide* for the upcoming term to see what courses in your concentration are going to be offered and which ones you would be interested in electing your first term here. Also browse through what courses are available that meet other requirements you still need to meet or courses that would add a particular skill or experience that you would like to add to your transcript. It is a good idea to make a long list of courses and alternates that are available in the coming term that would be of interest to you. Bring that list with you to orientation so that you and your advisor can use it as a starting point in your discussions. If you don't have easy access to the Internet at home or at school, you may find your local public library has Internet connections available for public use. The more research and thinking that you do prior to your orientation, the further ahead you will be when you consult your advisor and get ready to register.

# PROGRESS TOWARD DEGREE

## Checklist for AB, BS, and BGS

Name: \_\_\_\_\_

**Requirements  
for all LSA degrees**

Degree Total: 120 credits

AB/BS 108 LSA credits

BGS 100 LSA credits

Intro Comp \_\_\_\_\_

CTP (120 required) \_\_\_\_\_

J/Sr Writing \_\_\_\_\_

Non-LSA credit (12/20) \_\_\_\_\_

Race & Ethnicity \_\_\_\_\_

Out of residence credit (60 max) \_\_\_\_\_

Quantitative Reasoning \_\_\_\_\_

Non-graded credit (30 max) \_\_\_\_\_

**Bachelor of Arts or Bachelor of Sciences degrees:**

Concentration(s) \_\_\_\_\_

(see your dept advisor for information on concentration requirements.)

Language (fourth-term proficiency) \_\_\_\_\_

**Bachelor of Science:** 60 credits in physical and natural science and math \_\_\_\_\_

**DISTRIBUTION** (may not include department of concentration courses or cognates)

7 credits in each of the following  
areas for a subtotal of 21 credits

PLUS 3 additional credits in each of 3 of the  
following areas for a subtotal of 9 credits

**NS** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
(≥ 7 credits) \_\_\_\_\_

**NS** \_\_\_\_\_  
**HU** \_\_\_\_\_  
**SS** \_\_\_\_\_  
**MSA** \_\_\_\_\_  
**CE** \_\_\_\_\_

**HU** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
(≥ 7 credits) \_\_\_\_\_

Subtotal (≥ 9 credits) \_\_\_\_\_  
GRAND TOTAL (≥ 30 credits) \_\_\_\_\_

**SS** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
(≥ 7 credits) \_\_\_\_\_  
Subtotal (≥ 21 credits) \_\_\_\_\_

**EXCEPTIONS (Auditor Use)**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Bachelor of General Studies:** 60 credits at 300+; no more than 20 300+ credits from any LS&A department may be included in the 60; no more than 20 non-LS&A credits

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Advisor's Name: \_\_\_\_\_ Date: \_\_\_\_\_

# IMPORTANT TIPS

*Helpful hints for transfer students*

## **Course load:**

Most transfer students are on a “tight schedule” and feel they need to graduate within a set number of terms. Nonetheless, you might consider taking a slightly reduced load your first term here. Change does take adjustment in both one’s personal and academic life and adjustment takes time and energy. It is often wiser to start a little cautiously until you get the “feel” of the College and life in Ann Arbor. Often you can make up the credits in subsequent terms by electing just one or two “extra” credits per term.

## **Rules and Regs:**

Every College has a different way of handling such issues as dropping classes, non-graded courses, incomplete grades, *etc.* **Never** assume you know an answer until you have checked an authoritative source. The *LS&A Bulletin*, which you will receive during Orientation, contains the rules that will apply to you during your tenure here. You will be held responsible for those rules, so keep the *Bulletin* where you can use it for reference.

## **Information:**

Your general advisor is a good resource and guide as you learn the ropes in this new setting. It is a good idea to keep in regular contact with your general advisor and to begin consulting a concentration advisor as soon as you have decided where you want to focus your studies. Make a note of your general advisor’s e-mail address so that you can reach him/her easily with quick questions; advising appointments must be made in person in 1255 Angell or by phone at 764-0332. Another resource for quick questions are the LS&A advisors’ walk-in hours in the traditional residence halls. Also, lots of basic information and answers to many frequently asked questions are available 24 hours a day online within the LS&A Student Academic Affairs website:

***<http://www.lsa.umich.edu/saa/>***

Finally, if all else fails, there is a “generic” e-mail advisor that you can reach by sending a message to:

Ask.LSA.Advising@umich.edu

## **Concentration:**

It is important for transfer students to carefully research concentration options and declare an area of study as soon as possible. Attention to this aspect of your degree is necessary so that you can make wise decisions; plan your classes so that you can graduate in a timely fashion; and not overlook any important degree requirements.

Just as general graduation requirements may differ from your former school, so too may concentration requirements have some differences.

# YOU SHOULD KNOW

## Frequently asked questions

### Introductory Composition

#### 1. If I have transfer credit for an English Composition course, do I need to take a composition course in LS&A?

All students must satisfy the introductory composition requirement. Transfer students who have taken composition courses elsewhere will find that those credits will transfer as credit toward graduation; however, not all composition courses from other schools automatically satisfy the College's introductory composition requirement. The Sweetland Writing Center evaluates courses from other schools and decides whether or not those courses can be used toward our requirement. To find out if your composition courses have already been approved to satisfy this requirement, check the SWC website at:

<http://www.lsa.umich.edu/swc/requirements/transfcourses.html>

If your course has not yet been evaluated, please provide the Sweetland Writing Center with a course description (from the school catalog) and the syllabus. Submit it to the *Sweetland Writing Center, Transfer Courses, 1139 Angell Hall, Ann Arbor, MI 48109-1003*.

### Upper-Level Writing

#### 1. How many credits am I required to have before I can elect a course to meet the Upper-Level Writing Requirement?

Students fulfill this requirement at any term after they have completed the Introductory Composition requirement.

#### 2. Can a transfer course meet the Upper-Level Writing Requirement?

No. The Upper-Level Writing Requirement must be completed on the Ann Arbor campus.

#### 3. Can an Upper-Level Writing Requirement course also count in my concentration or toward distribution?

Yes, in one or the other, when applicable.

### Quantitative Reasoning

#### 1. If I have taken a course at my previous institution which I have found listed in the LS&A Course Guide as a "Quantitative Reasoning" course, have I satisfied the requirement?

Only if the class is a Statistics course or the equivalent of Physics 125-7, 126-8 or 140-1 and 240-1 have you satisfied the requirement. For other courses you must petition Academic Standards for a substitution. Petition guidelines and instructions are available in 1255 Angell. Such requests are not automatically granted.

### Race & Ethnicity

#### 1. If I have taken a course at my former institution that seems to meet the R&E requirement, then have I satisfied the requirement here?

No. You must petition Academic Standards. In your petition you must include a syllabus of the course and the reasons why you believe the course you took meets the criteria that constitute the requirement. These requests are not automatically granted, even if a class transfers in as the equivalent of one of the UM courses that meets the requirement. Petition guidelines and instructions are available in 1255 Angell.

### Foreign Language

#### 1. If I started a foreign language at my previous institution, can I go back and finish the LS&A language requirement there?

No. Once you enter the College of LS&A, you must complete the language requirement here.

#### 2. If I test into one of the terms of a language for which I was granted transfer credit, what should I do?

If you elect a course for which you already have credit, you will lose transfer credit. If you are confident in your language skills, you could elect the next course in the sequence and see how it goes. You have three weeks to change your mind.

Language departments allow you to elect a course that is a higher level than your placement if you feel confident that this is a wise decision. However, if you elect a course that is a lower level than your placement, you will not receive graduation credit unless the department gives you prior permission to make this change.

### Distribution

#### 1. How do I interpret departmental or interdivisional credit?

If any of your previous coursework has been transferred in to Michigan as departmental or interdivisional credit, you should talk with an academic advisor during Orientation or soon thereafter to get an explanation of how you may use these credits toward your LS&A degree.

#### 2. Can I use a concentration (major) course for distribution?

No, not if you are completing only one concentration. If you are doing two concentrations, however, only one of the two concentrations must be independent of distribution; one of the two is allowed to "overlap."

#### 3. Can my Race & Ethnicity (R&E) and/or my Quantitative Reasoning (QR) courses count toward my distribution?

Yes, when applicable.

#### 4. Can I use foreign language courses for distribution?

Some third and fourth year language courses in each language department are designated for humanities (HU) distribution, but no course in the four terms required for meeting the language requirement counts toward distribution.

#### 5. How do I know which LS&A courses are natural science, social science, and humanities courses?

The *LS&A Bulletin* designates natural science courses as NS, social science as SS, and humanities as HU. The *LS&A Course Guide* also designates distribution courses this same way.

# YOU SHOULD KNOW

## Frequently Asked Questions, continued

### **Concentration**

#### **1. Do any of my transfer credits count toward my concentration (major), and, if so, how many?**

This is determined by your concentration advisor.

#### **2. When should I declare my concentration?**

Normally during the second term of the sophomore year, or as soon thereafter as you can.

#### **3. What is a cognate?**

A cognate is a required concentration course that exists in a department outside your concentration department but whose subject relates closely to your concentration.

#### **4. Can I use a cognate course for distribution?**

No, not if you are completing only one concentration. If you are doing two concentrations, however, only one of the two concentrations must be independent of distribution.

#### **5. Can my Race & Ethnicity (R&E) and/or my Quantitative Reasoning (QR) courses count toward my concentration?**

Yes, when applicable.

#### **6. What are the requirements for my concentration?**

They are spelled out in the *LS&A Bulletin*. Look in the section describing your concentration department

#### **7. Does the College of LS&A have minors?**

Beginning with Fall Term 1999, LS&A began to offer minors as an option to students; students are not required to complete a minor as a condition of graduation. As individual departments design minors and have them approved by the College, they will become available for currently enrolled students. Not all departments will choose to offer minors. Minors will be phased in as departments complete the design and

approval process, so it is possible that a minor you might want to have may not be available by the time you graduate.

#### **8. Is the Bachelor in General Studies (BGS) a concentration?**

No, it is a degree program, akin to but differing from the A.B. and B.S. BGS degree requirements are listed in the *LS&A Bulletin*.

#### **9. Can I take any of the courses in my concentration pass/fail?**

No.

#### **10. Is there a pre-med major?**

In LS&A there is no specific "pre-med" major as such. Students who are interested in the health professions study a traditional major or pursue a BGS degree. Within the degree, however, students take the courses required in order to take the MCAT and to apply to medical school or other health professions programs. Although your general advisor can provide you with general information and advice as you begin working on pre-med requirements, the Academic Advising Center also has available several advisors who specialize in talking with students about health profession options and the application process. Consult our Pre-Health Professions web-site at:

<http://www.lsa.umich.edu/prehealth/>

#### **11. Is there a pre-law major?**

In LS&A there is no specific pre-law major. Law schools generally do not have a preference as to what undergraduate major you study. Your general advisor can assist you in shaping your degree so that you include courses that hone the skills and general knowledge that will contribute to your success in law school. In addition to talking with your general advisor, the Advising Center provides a pre-law advisor to assist you in exploring options and in the application process.

### **Deadlines, Policies, Procedures**

#### **1. How long do I have to drop or add a class once the term starts?**

During the Fall and Winter terms, you have until the end of the third week of class to drop or add a class. From the end of the third week to the end of the 9<sup>th</sup> week of class, you can drop or add a class with permission of the Academic Advising Office. Courses dropped after the third week are marked on the transcript with a "W" simply to indicate that the drop was made later in the term. After that date, changes in your course elections are made only for truly unusual situations. Drop/add deadlines for the Spring and Summer half-terms are shorter; drops can be processed until the end of the second week of class and late drop/add changes with permission can be processed until the end of the fourth week. These deadlines are revised for the Spring and Summer half-terms.

#### **2. What is an override and how do I get one?**

An override is permission from the instructor for you to register for a class that is already full or for which prior approval from the instructor is needed. Overrides are obtained from the course instructor or the department that is offering the course. Overrides are "electronic," which means that the permission is entered in the computer so that when you access registration to add the class, the transaction will actually go through. Remember, an override is simply permission to register for the course, not an automatic addition to your schedule.

#### **3. What is the pass/fail grading option and how does it work?**

You may "modify" a class through the registration process to receive a pass "P" or a fail "F" on your transcript instead of a grade. Any course you take pass/fail will not alter your gpa in any way. The instructor turns in an actual grade for you and the Registrar's Office,

seeing the P/F modification will translate the letter grade into a P or F as appropriate. You must earn at least a C- in order to receive a pass. You have until the end of the first three weeks of class (first two weeks in a half-term) to change a class to pass/fail grading status. After that deadline, you cannot make any change in the grading status of a class. There are limitations on what courses you can take pass/fail. You cannot use the pass/fail option with any courses in your concentration or for the fourth term of a language used to meet the language requirement. You may not count more than 30 ungraded credits toward graduation. If you need to show the actual grade which is under the "P" or "F" for these classes, you can have the Registrar's Office attach to your transcript a list of your pass/fail classes and the actual grade. *Note: You should ALWAYS get a printed copy of your schedule each time you make a change to your schedule.*

#### **4. How do I register for the next term?**

You need to check Wolverine Access to learn your registration date. Between that time and the term's first day of class you may register using Wolverine Access. You can also consult the Registrar's staff in person in 1010 LS&A Building should you experience any difficulty. Early registration is spread out over a period of time; students with the most credits toward graduation go first and those with the least register in the last group.

#### **5. How can I get a copy of my schedule or see my grades easily?**

You can see your grades as they are posted, see your current schedule, or look at an unofficial transcript through the undergraduate student business portion of Wolverine Access. The URL address is:

<https://wolverineaccess.umich.edu/>

#### **6. How do I find out when a specific final exam will be given?**

You can check the final exam schedule for a particular course online through the Registrar's homepage:

<http://www.umich.edu/~regoff/>.

The exam schedule is also published in the frontsection of each term's printed Time Schedule.

#### **7. How do I find out when classes begin for a future term?**

You can check the academic calendar for present and future terms online through the Registrar's homepage:

<http://www.umich.edu/~regoff/>.

Academic calendars are also published in the LS&A Bulletin and on the LS&A Student Academic Affairs homepage:

<http://www.lsa.umich.edu/saa/>

### **Other UM Undergraduate Programs**

#### **1. How do I transfer to the School of Business?**

The undergraduate business program at UM is a two year program– junior and senior year. Students apply to the School of Business in their sophomore year and, if accepted, leave LS&A to complete their BBA in the Business School. Admissions are highly competitive. Your general advisor and pre-Business advisors are available for consultation as you consider application to this unit or are weighing other options.

#### **2. How do I transfer to the School of Engineering or any other undergraduate school on campus?**

Students who want to do a cross-campus transfer from LS&A to another undergraduate unit must apply and be accepted to that school. Admissions are often highly competitive and you are urged to consult your advisor in LS&A as well as an advisor from the unit to which you wish to transfer.

#### **3. Can I get a teaching certificate?**

Yes, you can earn a teaching certificate while you complete your LS&A degree. Consult the *LS&A Bulletin* for information on requirements. You should also talk with a School of Education Advisor in the Advising Center.

<http://www.lsa.umich.edu/saa/>

# WHERE TO GO FOR WHAT

*Important contacts and information*

I NEED	THE PLACE TO FIND IT
A general advising appointment	1255 Angell Hall; 764-0332
A concentration advising appointment	The individual department office; see <i>LS&amp;A Bulletin</i> for locations and phone numbers
To order a transcript	Registrar's office, 1010 LS&A Building or <i>Wolverine Access:</i> <a href="https://wolverineaccess.umich.edu/">https://wolverineaccess.umich.edu/</a>
To see a description of an LS&A course	The on-line course guide at: <a href="http://www.lsa.umich.edu/saa/">http://www.lsa.umich.edu/saa/</a>
To see if a course has any spaces left	<i>Wolverine Access:</i> <a href="https://wolverineaccess.umich.edu/">https://wolverineaccess.umich.edu/</a>
To see a sample copy of a test or exam	LS&A Peer Academic Advising Office, G150 Angell Hall
To talk to a peer advisor in LS&A	LS&A Peer Academic Advising Office, G150 Angell Hall, or a residence hall Academic Peer Advisor
To find out who my academic advisor is	The advisor picture board outside 1255 Angell Hall or e-mail: Ask.LSA.Advising@umich.edu
To ask a quick question	Walk in to the Advising Center, 1255 Angell Hall, e-mail your general advisor directly, or e-mail: Ask.LSA.Advising@umich.edu
To petition to see if a course from another school will count for R&E or QR	Petition guidelines are available in the Advising Center, 1255 Angell Hall
To pick up a printed copy of the <i>Time Schedule</i>	1255 Angell Hall
To apply for graduation	The Advising Center, 1255 Angell has graduation instructions, <i>diploma applications</i> and <i>concentration release forms</i>
To find out when the deadline is for dropping a course or changing a class to pass/fail	Check the academic calendar on the LS&A website: <a href="http://www.lsa.umich.edu/saa/">http://www.lsa.umich.edu/saa/</a>
To see a student evaluation of a professor or class	Check <i>Advice On Line:</i> <a href="http://www.umich.edu/~msa/advice/">http://www.umich.edu/~msa/advice/</a>