

## ADVISING FAQs A-Z: DEPARTMENT OF ENGLISH AND FOREIGN LANGUAGES

<b>AP CREDIT</b>	Students must submit AP scores to Registrar to receive credit; the credit comes in late and appears as a "K" grade on the transcript. Students can exempt ENGL 1101 with a 5 AP or an International Baccalaureate score of 7; students with a 4 AP, 620+ Verbal SAT score, 28+ ACT score, or 5-6 IB score must provide a writing sample to exempt ENGL 1101.
<b>ASUO 1000</b>	Counts as 3 credit hours free elective credit. Exit Requirement for UCOLL and an Admissions' Hold for students returning from Probation. ACO 100 (pre-1998) does not count at all.
<b>ATHLETE P.E. CREDITS</b>	Varsity athletes must complete P.E. requirements in accordance with NCAA regulations.
<b>BANNER, KEY CODES</b>	WTRN100 (transcripts: click "Run Report" and enter student ID number); SOATEST (check SAT, ACT, other test scores); WGNS203 (At-Risk Student report); WREG106 (class rosters); SOAIDEN (to get student ID# with student name: type name, go to "Execute Query"); to get lists of EFL majors, see Kathy for code(s).
<b>BIOL 2111-2112</b>	Anatomy and Physiology courses for Nursing; these do not count in the core.
<b>CAREER QUESTIONS</b>	Send students to Career Center or <a href="http://www.aug.edu/langlitcom/careers.html">www.aug.edu/langlitcom/careers.html</a> .
<b>CLEP COURSES</b>	College Level Examination Program. If a transfer student received credits for CLEP courses on a transcript from another institution, we accept those credits; otherwise we do not accept CLEP credit, and students must complete ASU composition courses. See "CREDIT BY EXAM" below.
<b>CONSTITUTION REQ.</b>	Check upper right corner of transcript. Students can fulfill requirement by taking HIST 2111, HIST 2112, or POLS 1101 (in core Area E). Out-of-state transfer students must take tests to fulfill requirement; <a href="http://www.aug.edu/testing_and_disability_services/testing.html">www.aug.edu/testing_and_disability_services/testing.html</a> has testing schedule, study materials, etc.
<b>CPC CREDITS</b>	See "UNIVERSITY COLLEGE" below. CPC courses (marked with * on transcripts) fulfill deficiencies in student's preparation; these courses do not count toward the degree.
<b>CREDIT BY EXAM</b>	AP, CLEP, etc.; see <a href="http://www.aug.edu/registrar_va/Credit%20by%20exam%20.html">www.aug.edu/registrar_va/Credit%20by%20exam%20.html</a>
<b>DOUBLE MAJORS</b>	Be sure the prerequisites and required courses toward the other major are completed. Double majors do not complete a minor.
<b>ENGL 1101, EXEMPTION</b>	See "AP CREDIT" above.
<b>ENGL 1102</b>	Students may not exempt due to the research requirement.
<b>ENGL 2250</b>	Students can take concurrently with HUMN 2002; HUMN 2001 is last prerequisite.
<b>FAFSA</b>	To qualify for financial aid, students must file this, generally due in early July.
<b>FINANCIAL AID</b>	Students must be full-time (12+ credits per semester) to receive.
<b>FOREIGN LANG CREDIT</b>	Students can get credit by taking ASU courses, AP scores, Defense School lang. credit (with satisfactory grade), or a lang. proficiency test at a USG school. Placement tests are administered at Testing Services (706-737-1469). If students place into 2001 or 2002 FL courses, upon completion of those courses they can receive credit for exempted courses.
<b>FOREIGN LANG COURSES</b>	If the student has taken a language in high school during the past 5 years, 1001 does not count toward graduation, but it counts for financial aid and full-time status. For CPC deficient students, 1001 and 1002 do not count toward graduation; students need to take other Area F courses to make up the 18 credit hour requirement for Area F.
<b>FOREIGN LANG PLACEMENT</b>	Any student who wishes to take FL 1002 or higher must take a placement exam or complete FL 1001. Students take FL placement tests at Testing Services; test schedule is posted on their website. If students have taken FL in high school within the past 5 years and choose to study the same language, they should consider the placement test.
<b>FULL-TIME STUDENTS</b>	Students taking 12+ credits per semester.
<b>GACE EXAM</b>	Students certifying to teach Secondary English must take the Basic Skills Exam before admission to Teacher Education program and the Content Assessment Exam as they are nearing completion of the degree. See <a href="http://www.gace.nesinc.com">www.gace.nesinc.com</a> for testing info.
<b>HOPE SCHOLARSHIP</b>	Students must maintain a 3.0 to keep the Hope. There is no minimum # of credit hours required for USG schools. For further info, see <a href="http://www.gsfc.org/hope/">www.gsfc.org/hope/</a> .
<b>INCOMPLETES</b>	Instructor must submit a form for an incomplete grade; by the end of the next semester, the student must complete the coursework and the instructor must post the grade or it will automatically change to an F.
<b>K GRADES</b>	Exemptions from courses due to AP credit, SAT scores, etc. Credit hours count.
<b>LEARNING SUPPORT</b>	Developmental courses (0096, 0099, etc.) marked with % on transcript. See "UNIVERSITY COLLEGE" below.

<b>LEGISLATIVE REQ.</b>	See "CONSTITUTION REQ." above.
<b>MINORS</b>	Consult catalog (see index under "Minor Programs") to be sure prereqs, etc. are fulfilled. ENGL majors with COM minors may not include ENGL courses in the minor; make sure student enrolls under proper prefix in cross-listed courses.
<b>OVERLOADS</b>	See Course Catalog (index under "Overload"). Over 18 hours requires permission.
<b>P.E. COURSES, EXTRA</b>	Beyond required 3 cr. Wellness course and two 1-cr. Activity courses, P.E. courses do not count toward 120 hours required for graduation.
<b>REGENTS TEST</b>	Check upper right corner of transcript for outstanding requirements. Students who transfer from out-of-state must take or exempt out of the Regents. Access SAT scores through SOATEST (see "BANNER" above). If no scores are showing in Banner, the student will need to have SAT scores sent to the Registrar's office, unless the student is non-traditional or international.
<b>SECOND DEGREE</b>	If students complete an undergraduate degree and then seek to complete a second undergraduate degree at ASU, they must complete core prerequisites for upper-division courses and major requirements.
<b>SECONDARY ED MAJOR</b>	Students in Engl/FL Sec. Ed. must have C or above in all core and major courses. When they get close to finishing the core, these students should prepare to take the GACE exam and apply for admission into Teacher Education. Students cannot apply to the College of Ed. until they have completed the core.
<b>TEACHER EDUCATION</b>	See "Secondary Ed Major" above. Applications to Teacher Education are accepted in April for Fall admission and in November for Spring admission.
<b>TRANSCRIPT CODES</b>	* (CPC course), % (Learning Support course), ^ (course that did not transfer to ASU). These are important to note when advising.
<b>TRANSCRIPTS</b>	In Banner, use WTRN100 (see "BANNER" above).
<b>TRANSCRIPTS: HOLDS</b>	Check upper right corner of transcript. Parking fines, library fines, etc. must be paid before student will be allowed to register or graduate.
<b>TRANSFER CREDITS</b>	ENGL C, PHIL A, MATH D, etc. Student must get course descriptions from previous institution, have them evaluated by appropriate ASU department, and complete applicable paperwork. If not evaluated, these courses can be used as free electives. At least half of major or minor courses must be completed at ASU.
<b>UNIVERSITY COLLEGE</b>	2-year program for students not qualified for admission into 4-year program. UC students must fulfill CPC and Learning Support courses (see above) to exit UC and enter the 4-year program.
<b>WELL TRANSFER CR.</b>	3 hour Wellness transfer courses fulfill our 3-credit Wellness course requirement. WELL 1000 consists of 2-hr. activity and 1-hr. of first aid.

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