

Advising Handbook

Department of Modern and Classical Languages

By Kathleen H. Doig
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I. Contact persons

Our official advising coordinator in the college office of advising is Ms. Deborah Beach Bradford. She keeps the Pace/Capp sheets of our students in order, and is able to handle virtually all the problems that arise.

The director of the office is Ms. Tammy Patterson-Hill.

When contacting anyone about a PaceCapp sheet, the student's name and ID number should be given.

II. Pace/Capp Sheet

In order to protect students against identity theft, please shred all discarded sheets.

The sheet shows the courses the student has taken and where the courses fit in the overall program. This is the basic tool for advising. Please always request that students bring a recent sheet with them. A printout is available on the spot in 741G.

The three concentrations in our three majors are LIT, LIB (language for international business, the BA degree), and TC (teacher certification). JDP stands for the joint degree program, in which students earn the BA in French, German, Spanish or Asian Studies, along with the MIB through the Robinson College of Business.

If the student is JDP or TC, the sheet also shows the course requirements in business, education, etc.

If there is no concentration indicator, the student should go to 741G and fill out a simple sheet declaring the concentration. Until this is done, certain major courses will appear as electives, not under the major.

If a student has completed some of the requirements in any given area, but not all, an **asterisk** will be shown, but there will not be an exact indication of what is missing. You must deduce this, based on what the student has completed. This is one of the more confusing aspects of the sheet for students.

Left side of the Pace/Capp sheet.

These are the core curriculum courses. We usually do not have to pay much attention to Areas A through E; but if you make substitutions as described below, or if you see a better arrangement of courses, you may make requests about these areas. We do not have the authority to accept or deny transferred courses in any of these areas. (We cannot, for example, ask that a 2000-level biology course placed under electives be allowed to substitute for the GSU biology options at the 1000 level.)

Area F.

This is the most important core area for us, courses related to the major. We have an extensive group of acceptable courses that are listed on the sheet, and we have certain leeway in accepting others that a student might have under electives or might want to take. I often allow philosophy or art history courses, for example. **The important point: courses in Area F must be at the 1000-2000 level.**

Language courses in Area F.

If students need to take elementary or intermediate courses in their major, this is where the courses fit. These courses count towards the 18 hours required in this area, except for the 1001 in the language of the major. (The 1001 must go under electives.)

If the student can start at the 3000 level, it is not necessary to take any courses in the language of the major in Area F. (N.B., this represents a return to the catalogue statement about our Area F.)

We do, of course, encourage students to take a second language, and this is where those credits will fit, including the 1001.

Additional notes about Area F.

Strange as it may seem, it is perfectly acceptable for a student in the literature concentration, for example, to use an Econ 2105 in this area, because the latter is on our list.

It is **not** possible to change a 3000- or 4000-level course to the lower level and use it in Area F, or in any other of Areas A – E.

Right Side of the Pace/Capp Sheet.

This side shows the upper-division courses.

Area G.

These are the major courses. Asterisks will indicate partially completed requirements.

If the student is in the JDP or TC concentrations, further requirements will be indicated in Areas H and I.

Area J.

This is the residency requirement, which is another point on which there is general confusion among students. The requirement is simply this: students must take **39 hours at the 3000 and/or 4000 level at GSU**. Area J will show the number of courses accumulated so far. **Please note, these 39 hours are NOT in addition to other courses**; they are simply 39 hours in anything acquired here at the 3000-4000 level.

These courses can be in any subject. Normally, of course, they consist of the major plus extra courses as needed. But since we allow students in our department to transfer as many as five courses in their major to GSU from other schools, significant numbers of these courses may be in other subjects. This is especially true since students have begun to participate in study abroad programs in larger numbers.

Please note that courses taken in a study-abroad program organized by a GSU faculty member count towards the residency, since the credit is granted by GSU. **If the program was organized by any other university, even a**

unit of the Georgia public system, the credits will not count towards residency.

Area K.

Theoretically, there do not have to be any courses here, if a student takes everything according to a strict program, does a minor for residency, does not transfer anything, etc. But I have never seen such a Pace.

The main point of importance here is that students need a total of **120 hours** to graduate, with **39** at the upper level, as mentioned above. (The JDP program requires only 105, not 120.) The number accumulated at any one time is listed under the section marked “Key”, under “Hours applied to degree program”.

Major courses that are transferred from another university or program (e.g., study abroad) will often appear here as 3999 or 4999. This happens if the title or number is at all different from our title or numbers at GSU. When this problem arises, please figure out the best equivalent for these courses in our catalogue (it might be the 3095, 3096, or 3097 numbers, for study abroad programs in the University System, or 4999), and send an e-mail memo to Ms. Bradford to that effect.

III. Graduation Audit.

A thorough examination of the Pace is done before graduation. Students are required to apply for this Graduation Audit three semesters before graduation. A departmental advisor must sign it. Our responsibility is to make absolutely certain that the courses in Areas F, G, (and H and I, if applicable) are appropriate.

Any junior students you advise should be reminded of the requirement to file for the graduation audit. Students must file for the audit two to three semesters in advance.

IV. Study Abroad

Please note the following:

- As mentioned above, there is a **limit of five upper-division courses (15 hours)** taken outside GSU, including credits earned in study abroad programs, that can count towards the major. This limit does not, of course,

apply to any programs we operate ourselves; those credits count exactly like credits earned on campus.

More and more students are able to spend a whole semester abroad. Please make sure that they understand before leaving that a maximum of 15 hours from all such programs, or from other transfers, can count towards the major.

- Students must have a **pre-approval form** signed before they leave for the study-abroad program. It is wiser to pre-approve a number of different courses at different levels, since students usually do not know the exact level at which they will be placed.

V. Miscellaneous

Departmental Credit. It is currently given in Spanish for 3305 or 3501 only; in French for 3013 and 3023; and in German for 3301 and 3302. Most persons who attempt to receive this credit are natives in the language. Persons desirous of obtaining this credit must be registered students at GSU at the time they ask to sit for the exams. The latter should be arranged with the section coordinator in each language. Upon successful completion, the coordinator or examiner should send an e-mail memo to the director of undergraduate studies to that effect. **The credit will show on the Pace sheet as “DX”.** **Departmental credit cannot be used to satisfy the University’s residency requirement.**

Advanced Placement Credit. This is credit given automatically according to the student’s score on a national exam taken during high school, usually during the last two years. The table of equivalences for all the exams is in the GSU catalogue. In foreign language, a score of 3 earns 2001 credit; 4, 2001 and 2002; 5, the highest possible score, earns 2001, 2002 and one upper-division course, which is determined in consultation with the student. When you have decided which of the upper-division courses seems best, please send an e-mail memo to Ms. Bradford with the information. **AP credit shows on the Pace sheet as “K”, “2002K”, for example.**

CLEP Credit. This is credit received by taking a national exam. Students may arrange to take it at the Counseling Center. There is a fee. Credit for 2001 and 2002 can be earned, depending on the score.