

REGISTRATION for COURSES

Registration

Registration material for new and continuing Ada Comstock Scholars must be picked up at Central Check-In before the beginning of the fall semester. Registration materials for the spring semester will be mailed from the Registrar's Office to college mailboxes in November. Smith and Five College **catalogues** and current schedule information (course times, instructor and locations) are available on-line at www.smith.edu/registrar/courses. The on-line **schedule of classes** is posted at the beginning of each registration period and updated periodically as changes occur.

The best way to begin the registration process is to study the course offerings in the **Catalogue** and the schedule of classes. Make sure you read about courses for every department, even those in which you don't think you have an interest--you may be surprised! Make a list of all of the courses you would like to take and that fit your schedule. Bring your list and registration packet to your appointment with your academic adviser.

In making course selections, consider requirements in your possible major and remember that at least 64 credits must be outside the department of the major. Don't take more courses than you can realistically handle, especially during your first semester. Keep in mind that some courses fill quickly. If you find yourself "shut out," go to the professor and ask to be admitted. Some classes have different sections and require section registration in advance or on the first day of class. Information regarding these courses is included in your registration packet. When in doubt, check your registration through BannerWeb and contact the Registrar. The Registrar's office can give you a "Waiver of Registration" form if necessary.

Many students find it helpful to sit in on classes during the registration period to see how they are taught. While this is encouraged, remember that a professor may not teach the same course every year and it may not be offered every semester.

IMPORTANT: Make sure that you check the *E-Digest* for course registration deadlines. Procedures change after deadlines, and permission is not granted automatically for exceptions to academic regulations.

BannerWeb

Through BannerWeb, Smith students register for classes on-line. The number of previously completed credit hours determines when Adas get to register in subsequent semesters. If you miss your scheduled time, you can still register until the registration period ends. However, courses may be harder to add as more students are allowed to register for classes. Some helpful advice--if there is a popular course which you would like to take, add it as soon as you are able.

DEGREE REQUIREMENTS

An Ada Comstock Scholar entering Smith earns the same degree as a traditional-aged undergraduate student. The Smith College degree requires 128 credits. Of these, a maximum of 64 credits may be taken as transfer credits from another institution, 12 of which may be taken during summer school, and 12 of which may be taken in January interterm courses. Of the 128 credits required for the degree, 64 credits must be outside the department or program of the major. The remaining courses may be taken in or outside the major, as the student wishes.

A typical course program for traditional undergraduates consists of four 4-credit courses for each of the eight semesters. Ada Comstock Scholars may carry a full-time (12 or more credits) or a part-time (less than 12 credits) program of study.

To receive financial aid Adas must enroll in at least 8 credits per semester; Adas living on-campus (including those in apartments, Yale House and 150 Elm) must be enrolled in a minimum of 12 credits per semester.

In addition, there are requirements within each major field that must be met. These requirements are listed in the **Catalogue** at the end of each department section. Apart from these, there are no course or distribution requirements. Courses outside the major may be chosen by the student in a way that best meets her interests, while providing a liberal arts education. The student should discuss her academic plan with her academic adviser when she is declaring a major to determine which courses will be considered for the major.

NOTE: Transfer credits accepted by Smith toward your degree may or may not be accepted as credits for your major. You must get written approval from the department chair if you need these credits and save a copy. Petitions are available from some departments requesting transfer credits to count toward your major. The Registrar has the final say in transfer credit matters.

The residence requirement states that a minimum of 4 semesters of study must be taken at Smith College, two of which must be in the junior or senior year. In the case of Ada Comstock Scholars who carry a part-time program, the equivalent of two years of study is 64 semester hours. A cumulative average of C (2.0) or better is required for the degree and a C (2.0) average must be maintained during the senior year. To be in good academic standing students must maintain a term and cumulative G.P.A of 2.0 or better, and complete 75% of the credits attempted in one year. Failure to do so will result in action by the Administrative Board.

Latin Honors

A form is available from the Registrar's Office to request transfer credits to count towards Latin Honors. Your G.P.A. from your previous institution does not count toward Latin Honors. Consult the **Catalogue** for more information.

NOTE: Courses taken at Smith for Latin Honors distribution must be 4 credits each.

Study Abroad

Ada Comstock Scholars are eligible for study abroad or to attend the Semester-in-Washington Program (please consult the **Smith Course Catalogue** for a more detailed description of programs available). However, because students must complete the residency requirement, at least two years of study here at Smith, one of which must be in the junior or senior year, only those women entering with a maximum of 32 credits are eligible for a two-semester Smith Study Abroad Program. Those who wish to participate in a one-semester program, away or abroad, may do so if they transfer 48 or fewer credits.

Majors and Minors

Each department, except Exercise and Sports Studies (ESS), offers a major program of study. In addition, inter-departmental majors are offered in American Studies, Biochemistry, Comparative Literature, Latin American and Latino/Latina Studies, Medieval Studies, and Women's Studies.

Student-designed majors, in which a student develops her own major within two or more departments, are also possible. Such a major must be planned and approved by faculty members in the departments, and subsequently approved by the departments and the Subcommittee on Honors and Independent Programs (SHIP). Guidelines for developing a student-designed major and procedures for filing a request may be obtained from the Dean. Any Ada Comstock student considering such a proposal should make an appointment to meet with the Dean of the Ada Comstock Program, and with the Dean of the Senior Class, who chairs the subcommittee. As this is a lengthy process, proposals should be initiated early in the semester. Many proposals do not get approved.

Choosing a major is one of those important challenges in college life. Don't let it overwhelm you. Majors and advisers are not set in stone and can be changed! The following tips may help:

- Each department schedules a time, usually during registration, to explain its major. The "Presentation of the Major" days and times are listed in *E-Digest* and on the electronic news board. You may attend without any commitment.
- Attend the meetings of clubs built around specific majors. These are open to non-majors and may help you in your decision-making process.
- Similarly, some graduate courses of study have undergraduate societies (e.g., pre-law, pre-medicine, pre-theology). Talking to members and attending meetings may also be helpful.

- There are student liaisons for all departments. They act as spokespeople for the students in the department in dealing with the faculty. Talk with them, as they can be a useful source of information. Find out who they are through the department office.
- When in doubt about anything regarding a major, see the department chair, who gives the definitive word on department matters! This person is a good choice for adviser if you are unsure of whom to pick. See the Dean for advice as well.
- Talk with people who are in your prospective majors. Ada Peer Advisers will be able to assist you with finding out who is in your prospective major. Most are glad to give you their opinions. Many departments and programs offering majors also offer minors as well (see the **Catalogue**). The minor usually consists of five or six courses chosen from one or more departments. As in the case of the major, students may design their own interdepartmental minors. If a student elects a minor, she must choose a minor adviser with whom she will consult.

Exceptions to the Academic Rules & Regulations

It is possible that a student may like an exception to an academic rule. Examples may be to take a course without the prerequisite or take a 300-level course before earning 64 credits. Consult your faculty adviser and your dean, and expect to submit a petition to the Administrative Board. Students should have **solid** preparation in a course of study to skip over introductory courses or 200-level courses. Be prepared to defend why you wish to take the course without the prerequisite.

Honor Code

In 1944, the students of Smith College voted to establish an academic honor system. The premise the code is based on is “that the learning process is a product of individual effort and commitment accompanied by moral and intellectual integrity.” The Honor Code places a special responsibility on the students is also a unique privilege.

The Honor Board keeps the college community informed about academic regulations and acts in cases of infractions or suspected academic dishonesty. The **Calendar** describes the Academic Honor Board, specifies what constitutes an infraction of the Honor Code, and outlines procedures regarding suspected infractions. All students are expected to understand the Honor Code and know the specific infractions of that code.

<i>SCHEDULING COURSES: HINTS and TIPS</i>
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- Before you decide to take courses with required lab periods, be aware that they take a great deal of time in addition to class meetings. This should be taken into consideration when planning childcare or a work schedule. Extra lab time is necessary around exam periods and for certain courses.

- Because some courses require on-campus study time, allow yourself extra time when figuring out your course schedule. For example, most Studio Art classes, particularly Photography (developing a number of rolls of film per week), require outside hours which must be completed in the studio. Almost all of the language courses require time in the language labs.
- Check the student produced course critique publication, *ASPECTS*, (on line at www.smith.edu/aspects) for student evaluations of courses taught at Smith, remembering that you are reading a limited sample of student opinion.
- Check the bookstore web site for the books ordered for each course: www.smith.edu/bkstr.com
- If a course syllabus is not distributed during the first class of the semester, ask your professor to give you one. This will give you a clearer picture of what the course material will contain, e.g. the books to be used, the requirements (exams, numbers of papers), amount of reserve reading required and the type of class it is (lecture or discussion). Do not hesitate to ask a professor *any* questions you might have about her/his class. Additionally, ask if there is a website for the course. Many professors use Moodle, an on-line course management program which will replace Blackboard in the Fall of 2006, in their classes.
- Get to know your professors. All faculty members have regular office hours and most will agree to spend extra time with you if you make an appointment. Personal contact with a professor will make class time that much more enjoyable. It has been the experience of many Adas that faculty members are delighted to have them in class. Plan to get to know one professor well each year.
- Keep copies of all of your papers (hard copies, as well as disks). Lost papers do not count toward a grade!
- Get to know other members of your classes--not just Adas. Most traditional undergraduates are friendly and open to having Adas in classes. A suggestion is to pass around a piece of paper, collecting fellow students' names, phone numbers, and e-mail addresses. Then set up a study group. The campus center offers many nooks and crannies to meet.
- Out of every 32 credits graded at Smith, you are allowed to take a maximum of four credits on a SATISFACTORY/UNSATISFACTORY basis. This option allows you to explore new areas of study. **You need a C-minus or better to pass**, but you do not receive a letter grade at the end of the semester. Bear in mind, however, that the S/U grading option does not mean PASS/FAIL. If you elect the S/U option for a course and earn a D at the end of the semester, you receive a "U" and are not given credit for the course. Within the normal grading system a passing grade is D-minus or better. So, while taking a course S/U can sometimes eliminate the pressure to obtain a certain grade (as it does not effect your grade point average), it is not a good

option to consider for a subject in which you are shaky. Discuss options with class deans.

- Watch for classes that are two semesters long (with the suffix "d" after the course number); you will not be given credit unless you complete *both* semesters.
- For Adas considering taking a seminar (300-level course), here are some suggestions:
 - Talk to the professor before signing up to find out how much research you can expect.
 - Seminar format is largely discussion and presentation and is designated for majors. You will be expected to attend and participate actively every week. Most of the grade will come from your final paper.
 - A benefit of a seminar course is the smaller class size, usually around 12 participants, which encourages articulate expression of individual opinions, and allows you to sharpen your communication skills.
 - Most 300-level courses, even if called “colloquia” rather than “seminars,” frequently operate as seminars.
 - Do not be misled about a shortened time commitment with a seminar course. Just because the class meets just once a week for two-hours, does not mean there is less work to be done. Time involved in a seminar is much greater than the time required for a lecture course. Be prepared to do your own research and work independently. The Jacobson Center recommends that you plan 12 hours or more each week of study time for each seminar.
- After declaring a major, try to become acquainted with all members of that department as early as possible, to learn which seminars are likely to be most rewarding for you.

Extensions

Submitting your written work on time is a requirement. Smith does not give Incomplete grades. Circumstances, however, do not always allow this. **Professors are free to set their own policies with regard to extensions on work due during the semester.** Some are quite flexible, while others do not give credit for late papers at all. Make sure you obtain the professor’s permission before allowing yourself to miss a due date. **If you need an extension beyond the end of the semester, you will need to consult with the Dean of the Ada Comstock Scholars Program.**