

TIPS FOR ENTERING ADAS REMINDERS FOR CONTINUING ADAS

- ❖ If you have earned more than 64 transferable credits, only 64 credits will be recorded on your Smith transcript, after a consultation with the Dean and Registrar.
- ❖ The transfer credits awarded upon entrance are **degree** credits and may not be removed from your transcript. They may or may not be accepted by the department of your major. Decisions about transfer credit toward the major will be made **by that department**. Consult with the department's chair.
- ❖ It is faculty legislation for graduation that at least half of your total credits, or 64 credits, must be **OUTSIDE** the **program or department** of your major. Students interested in senior honors projects take note – especially those in English and Art (history or studio). Departments that require language study only require 56 credits outside the major. See the Registrar.
- ❖ Transfer credit can be used to satisfy the **Latin Honors distribution requirements**. Forms to request evaluation of courses for application to the seven fields of knowledge must be submitted to the Office of the Registrar. Check the *Catalogue* for information.
- ❖ Please be sure to see the Dean about your plan for satisfactory completion of degree requirements **at least two semesters before** you expect to reach the 128 credits needed for graduation, or at the time you have accumulated 96 credits.

Submission of Work to Faculty:

- Always deliver a paper or project to the faculty member in person. This is especially true for papers being turned in at odd times.
- Always keep a hard copy (not just a disk) of the final version of a paper.
- If you must mail a paper, always mail it certified with Return Receipt Requested, so that you have a record that you sent it and that someone signed for it.
- In the event that a professor asks that you *email* a paper, be sure to retain the “sent” email as a record, and track the status of the email by clicking on “File”, “Properties”, then click the “Status Tracking” tab in Groupwise **BEFORE** sending the email w/attachment. Many professors do not accept emailed papers.
- Petitions of any kind should be hand-delivered to the responsible person. Always offer to return to pick up anything you leave, to move it along in person. Don't count on professors to forward paperwork.

The Free Drop. The faculty has legislated that all Smith students have the right to drop (actually remove) a course from their transcript at two (2) different times. They may do so once in their first year and they may do so once (only) in their subsequent years at Smith. This option may not be used twice in the first year, and if it is not used in the first year, it may only be exercised once after that year. Although ACs have the right to use the Free Drop option twice to eliminate a course from their transcript, there are financial consequences to this decision for Adas on financial aid. ACs on financial aid will only be allowed one occasion in which the number of credits they attempted as of the 15th day of classes is more than the number of credits completed. Any additional credits necessary for graduation must be made up at the student's expense, during summer or January term. Please consult the Dean before deciding to drop a course.

The Free Drop Deadline. This deadline is the last day of the ninth week of classes, the same as the S/U deadline. Please disregard what you might hear about a different date.

Minimum Number of Credits. No financial aid is available for course programs of fewer than 8 credits in any given semester.

12-Credit Program Required. Students must be enrolled in at least 12 credits each semester to live in college housing, including: 150 Elm and the apartments on Bedford Terrace. Students who drop below 12 credits must leave campus housing in the semester following the one in which they did not follow a 12-credit program. Exceptions to this rule must be addressed by petition to the Administrative Board and to the Housing Coordinator. See the Dean.

1 and 2 Credit Courses. Exercise and Sports Studies, Dance, and January term courses taken at other institutions earn less than 4 credits. Up to 12 credits of the total of 64 transfer credits allowed can be in January courses. Note that Continuing Education courses at UMass in January and the summer are not paid for under the agreement of the Five-College Exchange and count as part of the total of transfer credits. Like all transfer courses, these must be pre-approved by the Dean.

Year-long Language Courses. The faculty has legislated that the first year of language courses has special regulations. If the S/U option can be exercised, it must be done by the end of the 9th week of the course, in either semester. Check the *Catalogue* for each department for more details. Some departments (East Asian Languages and French) allow credit for one semester only, but most do not.

Full-year Course Credits. Full year courses, whether eight credits or otherwise (some Honors theses, EDC 345d, some introductory language courses, some Music performance courses) carry half of the total credit in each semester.

Variable Credit. Some science classes and certain classes in other departments (American Studies, Astronomy, Computer Science, Philosophy, and Women's Studies) earn from 1 to 5 credits. In some departments, Special Studies have variable credit and in some departments these courses earn 4 credits. Check the *Catalogue* carefully.

NOTE: Any student contemplating a change in credits from one semester to the next, or a change in graduation date, should check with the Dean of the program to discuss possible academic and financial consequences before doing so.

****Any changes in address or phone number must be submitted to the Office of the Registrar. ****