



Calvin

UNIVERSITY

1876

STUDENT ACADEMIC HANDBOOK

2019-2020

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ACADEMIC CALENDAR

(Find the live version: <https://calvin.edu/offices-services/center-for-student-success/academic-calendar/>)

Fall 2019

August	20-21	New Faculty Orientation	
	22	Fall Conference for Faculty and Staff	
September	29	Residence halls open for first year and transfer students only; Quest begins	
	29	**Opening Convocation, 4:30-5:30 p.m.	
	30	Residence halls and Knollcrest East apartments open for returning students	
	3	Fall Semester classes begin 8 a.m.	
	6	Last day to add <i>full</i> and <i>first-half</i> semester courses; first day to request a tutor	
October	12	Last day to obtain full refund (100%)	
	4	Last day to drop <i>first-half</i> semester courses	
	10	<u>Last day to obtain any refund (40%) for full semester course drops/withdraws</u>	
November	14	Full Faculty Assembly 7:00 p.m. – faculty attendance required	
	18	First session half-semester courses end	
	21	Second session half-semester courses begin	
	22-23	Academic advising recess – no class	
	23	Wednesday night classes meet (5:00 and later)	
	1	Last day to drop <i>full</i> semester courses; last day to request a tutor	
	15	Last day to drop <i>second-half</i> semester courses	
	27-29	Thanksgiving break – no classes	
	December	9	Wednesday class schedule in effect, 8:00 am – 5:00pm (no night classes)
		10	Reading Recess
11		Exams begin 9:00 a.m.	
17		Exams end & Christmas break begins 10 p.m.	
26		Final semester grades posted/available at 5 p.m.	

Interim 2020

January	8	Interim begins 8:30 a.m.
	8	Last day to add/change interim courses
	21	Last day to drop interim courses or change from credit to audit
	29-31	Interim break

Spring 2020

February	3	Spring Semester classes begin 8 a.m. (Revised schedule)
	7	Last day to add full and first-half semester courses; first day to request a tutor
	12	Last day to obtain full refund (100%)
March	6	Last day to drop first-half semester courses
	11	<u>Last day to obtain any refund (40%) for full semester course drops/withdraws</u>
	20	First half semester courses end; Spring Break begins at 6:00 p.m.
	23-27	Spring break – No Classes
April	30	Classes resume at 8:00 a.m.; Second session half-semester courses begin
	3	Last day to add second-half semester courses
	9	Last day to drop full semester courses; Last day to request a tutor
	10-13	Good Friday, Easter Monday break – no classes
	21-22	Academic advising recess – No class 8:00 a.m. Tues. – 10:00 p.m. Wed
May	1	Last day to drop second-half semester courses
	14	Friday class schedule in effect
	15	Reading recess; Examinations begin 6:30 p.m.
	21	Examinations end 4:30 p.m.
	22	**Honors Convocation 7:00 p.m.
	23	**Commencement ceremony 2:00 p.m.
28	Final semester grades posted/available - 5 p.m.	

Summer 2019

May	27	Summer session I starts
June	24	Summer session II starts
July	27	Summer session III starts

****Indicates events at which faculty attendance is expected in full academic regalia.**

Advising 101

How Does Advising Work at Calvin?

You will be assigned to a faculty advisor in your major or department. If you haven't decided on a major yet, you will be assigned to an advisor in the Registrar's Office, or a member of the faculty who is knowledgeable of both your department of interest and the core curriculum. Your advisor will help guide you in choosing classes, making future plans, and understanding more about Calvin's curriculum.

**You can change your advisor by filling out the appropriate form in the Registrar's Office located in Spoelhof Center 360.*

Advising Days: Advising Days happen twice a year; once in October, during the fall semester and once in April, during the spring semester. During this time, it is your responsibility to make an appointment to meet with your advisor to discuss your academic plans for the following semester and for the future. After this advisor meeting, you can sign up for classes at your designated registration time.

It's your advisor's job to . . .

- Provide office hours and let you know when he/she is available for advising
- Give you accurate information about the university catalog and core requirements
- Help you understand your major/minor requirements
- Refer you to other helpful resources on and off campus

It's YOUR job to . . .

- Contact your advisor(s) - - more than just on Advising Days!
- Schedule appointments well in advance, and keep those appointments
- Be familiar with core requirements and the catalog
- **Bring a proposed schedule to your advising appointment with courses needed and/or desired**
- Prepare a list of questions about majors, vocations, jobs, life choices, etc.
- Ask about the many resources available on and off campus
- Register for classes each semester with guidance from your advisor

Other Advising Resources:

Have you stopped by the Registrar's Office? This is a great place to start on your academic journey. To schedule an appointment with an advisor, please contact the main office at 616-526-6155 or come in to speak with our front desk team. Another great resource is the Registrar's Office page on Calvin's website. This has all the information you need, including advising procedures, registration information, and academic policies. (<https://calvin.edu/offices-services/center-for-student-success/>).

Tip #1

You can find a copy of an *Advising Checklist* that you can take with you to advising appointments on page 6 and 7.

Tip #2

For instructions on how to register for courses, see page 8.

Common Misconceptions

- 1. My advisor is going to check up on me and make sure I'm doing what I'm supposed to be doing.**

NO. There are new responsibilities when coming to a university. Although advisors are supportive and will share plenty of advice and resources, YOU are in charge of yourself and your education.

2. My advisor is going to tell me which courses to take.

NO. Advisors are there to inform you about classes and make sure you're on track for graduation. Calvin offers a lot of variety when it comes to class choices, and it's up to YOU to decide where your interests lie and which classes you'd like to take in respect to your chosen major/minor.

3. My advisor knows the “good” professors/classes and will tell me the secrets!

NOT NECESSARILY. Most of the information you have heard is dependent opinions from **one or two** students and **is not indicative of the professor**. You should not believe everything that you hear or expect your advisor to talk negatively about his/her colleagues.

4. My advisor will be everything I need.

As great as the advisors are at Calvin, they are just people, not superheroes. Academic advising is a complex process, with lots of factors influencing you and your decisions. No one person will be able to answer all your questions, so it's important to seek out other resources as well (professors, the Registrar's Office, department chairs, Career Center, etc.). We encourage you to talk to staff/faculty other than your advisor; talking to many people will help you immensely here at Calvin and in the long run.

Advising Appointment Checklist (page 1)

Before Advising Appointment

My advising appointment is _____ at _____ AM PM

My advisor is _____

- I have identified which core, major, minor, etc. requirements have been (or need to be) satisfied
- See AER-Academic Evaluation Report for information on which areas still need to be satisfied
- I have cleared any holds on my account
- Financial holds-contact Financial Services
 - Advisor holds-contact your advisor or Department Chair
 - Health center holds-contact Health Services
 - For additional information regarding holds, contact the Registrar's Office
- I have created a list of courses that I would like to take for the upcoming semester

Sample outline		
<u>Course</u>	<u>Credit hours</u>	<u>Area course fulfills</u>
Ex. COMM 141: Visual Rhetoric	3	CORE-Rhetoric in Culture
Ex. BUS 101	3	Major requirement

- I have prepared a list of questions that I would like to ask my advisor during my appointment
- Sample question: I am interested in _____. What classes does Calvin offer that would allow me to explore this area?*

- My registration day is _____
- Find your registration time online via your Student Planning page
 - Find step-by-step instructions for how to register by visiting <http://www.calvin.edu/academic/services/registration/steps.html>

Advising Appointment Checklist (page 2)

After Advising Appointment

- I have met with my advisor
- My advisor and I went over the following information today:

My advisor has checked me off and cleared me to register for classes (email them if not or stop into our office)

Some courses my advisor suggested I consider adding to my schedule include:

My advisor suggested the following resources:

- Career Center
- Coaching
- Mentoring
- Tutoring
- Other: _____

My registration day is _____

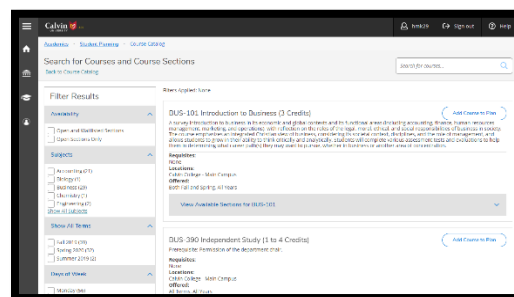
Here are my backup courses in case my preferred schedule has closed courses:

Course Registration - Steps

After meeting with your advisor, you can log in to your Student Planning page go to “Plan and Register,” and create a list of “planned courses” that you would like to register for in the upcoming semester. This plan can be updated any time prior to your registration date. This plan will make the registration process easier for you when your registration day arrives. *Please note that adding courses to your plan does **NOT** mean that you have registered for your courses.*

To create “planned courses”, follow the steps below.

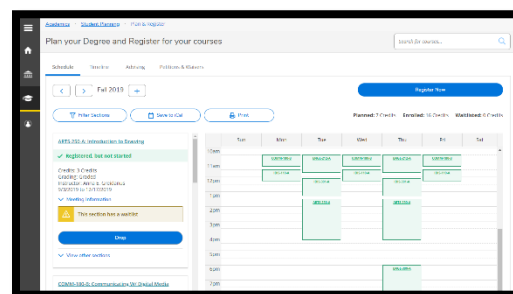
1. Log in to your Student Planning page at calvin.edu/go/selfservice
 - > Student Planning
 - > Plan & Register
2. Search for courses by specific subject, course name, or course number.
3. Select each course you would like to register for the upcoming semester and click “Add Course to Plan.”
4. Go back to Plan & Register. Find your courses on the side bar and select your desired section for the current semester*.



**This does not register you. To register, follow the steps below.*

Registering on your registration date

1. Log in to your Student Planning page at calvin.edu/go/selfservice
 - > Student Planning
 - > Plan & Register
2. After your specific sections are selected, click the blue “Register Now” in the upper right.
3. Courses you have successfully registered for will show up in green. If you do not receive a confirmation email, please contact the Registrar’s Office at (616)526-6155.
4. If the course is closed and waitlisting is available, add yourself to the waitlist by clicking “waitlist” in the side bar. You must click “waitlist” for each individual course that you are waitlisting.*



**Waitlist requests for full courses will not be processed unless a seat opens up.*

Course Registration – FAQ

How do I know my registration time? Can I change my time?

Your registration time can be found on your Student Planning page. Registration times are staggered by academic level and cannot be changed.

What should I do if a course I want is closed?

If the course has a waitlist, add yourself to the list. In the meantime, register for an alternative course. This provides a back-up if your waitlist request is denied. If the course does not have a waitlist, also look for an alternative. Be flexible with core and major courses, you may not always get your first choice.

How does the waitlist work?

Waitlists are processed by their respective departments. Departments take into consideration your academic level, your need for the class, and the course availability. Once the waitlist is processed, you will receive an email stating whether your request was accepted or denied. Processing times can vary. If accepted, you will have a window of time in which to register for the course. If denied, seek an alternative course.

Can a professor add me to their course?

No. Professors also have to abide by the waitlist process and the course numbers that are set by the department.

What if I'm busy during my registration time?

Your ability to register begins at your registration time. You will be free to add or drop classes until the start of the semester.

Where should I go for help with registration?

Come to the front desk at the Center for Student Success in Spoelhof Center 360. You can also give us a call at 616-526-6155 or email us at successcenter@calvin.edu. Our business hours are 8am-5pm, Monday-Friday.

Your Four Year Plan at Calvin

Year One

Figuring Out the First Steps

(

)

0-26 credits

- ❑ Browse the catalog to look for possible classes
- ❑ Know how to read and understand your Academic Evaluation Report (AER)
- ❑ Understand major and core requirements
- ❑ Participate in activities outside the classroom (student organizations, service-learning, residence life activities, etc.)

- Are you interested in the Collegiate Scholars Program? Reach out to the Honors and Collegiate Scholars Department if you are
- Are your Advanced Placement (AP) courses showing up on your AER?
- Know the drop/add deadlines and procedures
- Build a four-year plan and discuss alternative options with your advisor in case specific courses are closed
- Know how and where to get a tutor: calvin.edu/go/tutor
- Get pre-approval for any intended transfer credits
- Know where to find other resources: the Center for Student Success/Registrar's Office, Center for Counseling and Wellness, Campus Ministries, Career Center, Rhetoric Center, etc.

Year Two

Academic and Career Planning

(27-57 credits)

- Review your academic progress and program(s) to make sure you will meet the 124 semester hour graduation requirement
- Take advantage of job shadowing and internship opportunities
- Declare major(s) and/or minor(s)
- Discuss career and/or graduate school options with your faculty advisor and other individuals in the surrounding community
- Develop faculty/mentor relationships
- Define career options (<https://calvin.edu/offices-services/career-center/majors-and-careers/>)
- If you haven't gotten your CCE requirement filled, look into possible interims abroad or on-campus classes

Year Four

Apply What You Have Learned

(89+ credits)

- Review Declaration of Major/AER for any changes or errors
- Turn-in Application for Degree to the Registrar's office no later than Nov 1
- Build networks through faculty advisors, internships, and job fairs
- Prepare for employment or apply for graduate school
- Utilize career preparation resources in the Career Center (mock interviews, resume and cover letter help, etc.)
- Gain practical experience (visit Handshake at www.calvin.edu/career)

Lifelong Learning

(120+credits)

- Employment or further learning
- Civic engagement
 - Invest in community/institution/church
 - Give back to current students
- Continue education with a graduate program or fellowship
- Connect with Calvin's Alumni Network and Knight For Life

What do I need to do in order to graduate?

1. Complete at least **124** semester hours

Some programs (such as accounting or engineering) require more than 124 semester hours. Check the university catalog for more information about particular majors (catalog.calvin.edu).

2. Complete three 3-credit interim courses

Interims are included in the 124 overall semester hours. This requirement varies for transfer students.

3. Complete ALL your major(s)/minor(s) requirements

4. Complete ALL core requirements

Some programs have modified core requirements. Specific information is on your AER and in the university catalog.

5. Earn at least a 2.0 GPA overall and in your major

Some programs require a GPA of 2.5 or higher. Check the university catalog or your Academic Evaluation Report (AER) for specific information about your major.

6. Explore online resources

There is a student resources page on the Registrar's Office website which provides further information (<https://calvin.edu/offices-services/center-for-student-success/advising/graduation/>).

What if I don't have a plan?

A. What if I'm "undecided"?

You will be assigned to an advisor either in the Registrar's Office or to a faculty member who is knowledgeable of the core requirements. All of Calvin's faculty advisors have been trained in our core curriculum, so they will give you the advice you need. When you do decide to declare or change your major, contact the Registrar's Office as soon as possible so you can be matched with an advisor in your program.

B. What are some typical first-year classes?

Undecided students typically focus on core classes during their first semester. Here are some suggestions that will get you core credit and also allow for some career/major exploration:

- *IDIS-150 (Developing a Christian Mind)*
- *English 101*
- *REL 121 or 131*
- *Biology (115, 123, 141 or 160 depending on interest area)*
- *Philosophy 153*
- *Arts Core*
- *An introductory course in a major you are interested in*

C. What else can I do to help me decide on a major?

- Visit the staff at the Career Center. They have questionnaires that can help you explore and discover your interest areas and strengths. They can also talk you through some options and help you explore other areas of interest.
- Read the Calvin Catalog. There are course descriptions after each of the course titles. Reading through those would give you a good idea what the course and/or the major would look like.
- Talk with an associate chaplain in the Campus Ministries Office to explore God's calling in your life.
- Talk to your advisor. It's a good idea to meet and talk with advisors more than the required twice a year. They are an excellent resource!

Career Development

Ever second-guess your major or career plans?

Don't have a major or any career plans?

There are many different resources and people on campus willing to help you process these questions. **The first person to contact is your faculty advisor.** He or she would be willing to discuss what to do with a potential major. In addition, advisors are usually glad to share their career journey. The **Career Center** is also a beneficial resource offered to students to help decide majors, identify interest areas, job search, etc.

Here are some things that the Career Center offers:

Career exploration

- Career counseling: counselors are available for one-on-one appointments to discuss options or interest areas and to suggest ways of exploring these areas.
- Career testing: discover more about your strengths, interests, and personality and how each fit in academia, group projects, work environments, etc.
- Faculty advisors have colleagues outside of academia and can serve as valuable resources to you beyond just helping plan course schedules.

Job searching

- Counselors are available to help you in the job/internship searching process.
- Résumé and cover letter critiques can give you a better chance of getting an interview.
- Practice interviews will help you develop and refine your interviewing skills
- Several job fairs are held on Calvin's campus and in the Grand Rapids area. The Career Center sometimes offers transportation to the site. Check out http://www.calvin.edu/admin/career/job_fairs/ for more information.

Graduate school

- Don't forget to ask your faculty advisor about graduate school, because he or she went through that application process and can be a valuable resource for you.
- The Career Center has lots of graduate school resources in the Career Resource Center and can also critique your essays and personal statement.

Frequently Asked Questions

1. What is an Academic Evaluation Report (AER), and how do I find it?

The Academic Evaluation Report (AER) is a real-time document that lists the courses

required for graduation. An AER applies each student's coursework to the various requirements of the core, major(s), minor(s), and cognates to show what requirements are completed, those that are in progress, and those that have yet to be started. AERs are available under "My Progress" on your Student Planning page.

**If you change your major, stop by the Registrar's Office so that your AER can be updated.*

2. Who is my advisor? How can I contact him/her?

To see advisors, go to Student Planning>Plan&Register>Advising. Faculty office numbers and email addresses are available through People Search on Calvin's website. You will need to contact your advisor directly to schedule an appointment. During Advising Days, many faculty post advising schedules on their office doors, or online, for students to sign-up for an advising appointment.

3. When can I register?

You may sign up for classes online at your designated registration time. You must meet with an advisor as well as take care of any outstanding holds before registering.

4. How do I register for classes?

It's beneficial to create a planned list of courses in Student Planning prior to your registration time. See page 8 for more information on how to plan and register.

**Complete instructions: (<http://www.calvin.edu/academic/services/registration/steps.html>)*

5. Can I change my advisor?

Changes can be made up to a month prior to academic advising days by stopping into the Registrar's Office to complete a change of advisor form.

6. What do I take with me to my advising meeting?

Your advisor should already have a copy of your AER, but you should take a potential schedule for the next semester, with a list of 5 or 6 classes you are interested in taking. Take along any forms that require an advisor's signature (e.g. Major Declaration Form, etc.). Also, bring along a list of QUESTIONS!

7. Who can see my information?

Your advisor has access to your AER, GPA, and class information. Access to this information is essential for effective advising. However, advisors operate under confidentiality policies and understand privacy procedures.

8. Can I drop a class?

Courses can be dropped online through the first week of the semester. To drop after the first week of classes, you must fill out a drop slip in the Registrar's Office and ask your professor to sign it. You may not drop a class after the 9th week of classes. Please review the calendar for the specific date.

9. What if I need help and don't know where to start?

The Registrar's Office is located in Spoelhof Center 360 (2nd floor by the atrium). The front desk staff can help you with any of your questions, and if they don't know the answer, they know who will be able to help you! Feel free to stop in anytime during business hours (8am-5pm) or call 616-526-6155.

Calvin University On-Campus Resources

Service	Location	Areas of Attention
Academic Assistance	<p>Center for Student Success Spoelhof Center 360 Phone: (616) 526-6155 Fax: (616) 526-8513 successcenter@calvin.edu www.calvin.edu/offices-services/center-for-student-success/</p> <p>Rhetoric Center Library 207 Phone: (616) 526-7088 rhetoric@calvin.edu http://www.calvin.edu/academic/rhetoric/rc/</p>	<ul style="list-style-type: none"> • Tutoring/Academic coaching • International Student support • Math/English help courses • Study skills assistance • AHANA student support • Disability Services • Academic probation counseling • Writing assistance • Paper editing assistance
Advising Services	<p>Registrar Spoelhof Center 360 Phone: (616) 526-6155 Fax: (616) 526-8513 successcenter@calvin.edu www.calvin.edu/offices-services/center-for-student-success/</p> <p>Honors and Collegiate Scholars Program Spoelhof Center 360 Phone: (616) 526-6609 www.calvin.edu/honors/index.html</p>	<ul style="list-style-type: none"> • Academic advising • Undecided major advising • Course selection and program planning • Drop/add courses • Major/advisor changes • Transcripts • Research • Honors Fellows and Community
Career/Vocational Services	<p>Career Center Hekman Library 372 Phone: (616) 526-6485 Fax: (616) 526-6052 career@calvin.edu www.calvin.edu/offices-services/career-center</p>	<ul style="list-style-type: none"> • Internships • Resume/cover letter and interview assistance • Job fairs • Career planning
Counseling	<p>Center for Counseling and Wellness Spoelhof Center 368 Phone: (616) 526-6123 Fax: (616) 526-8504 counseling@calvin.edu http://www.calvin.edu/offices-services/counseling-and-wellness</p>	<ul style="list-style-type: none"> • Group, couple & individual • Confidential counseling on: Emotional issues Substance use & abuse Sexual assault Sexual/gender issues Eating disorders
Disability Services	<p>Student Success Spoelhof Center 360 Phone: (616) 526-6155 Fax: (616) 526-8513 successcenter@calvin.edu www.calvin.edu/offices-services/center-for-student-success/disability-services</p>	<ul style="list-style-type: none"> • Academic and residential accommodations • Academic support • Study strategies assistance
Financial Information	<p>Financial Services Spoelhof Center 379 Phone: (616) 526-6127 Fax: (616) 526-6532 www.calvin.edu/offices-services/financial-services</p> <p>Financial Aid & Admissions</p>	<ul style="list-style-type: none"> • Tuition statements and fees • Tuition payment schedule • Tax information

	<p>Spoelhof Center 280 Phone: (616) 526- 6134 Fax: (616) 526-6883 finaid@calvin.edu www.calvin.edu/offices-services/financial-aid</p>	<ul style="list-style-type: none"> • Student loan information • Scholarships • Work opportunities
Getting Involved on Campus	<p>Campus Involvement & Leadership Commons Annex 121 Phone: (616) 526-8507 Fax: (616) 526- 6644 www.calvin.edu/offices-services/campus-involvement-leadership</p> <p>Intercultural Student Development Center Common Annex 111 Phone: (616) 526-7003 www.calvin.edu/offices-services/intercultural-student-development</p> <p>Service-Learning Center Spoelhof Center 301 Phone: (616) 526-6455 slc@calvin.edu http://www.calvin.edu/offices-services/service-learning-center</p>	<ul style="list-style-type: none"> • Passport & orientation • Student organizations • Non-traditional, transfer & international student orientation • International student support • Fellowship groups • Leadership opportunities • Unlearn Week • Individual & group service opportunities • Academically based service learning • Streetfest • Spring break trips
Alumni Assistance	<p>Alumni Association Calvin Alumni Office, Youngsma Center Phone: (616) 526- 6142 alumni@calvin.edu www.calvin.edu/offices-services/alumni-association/</p>	<ul style="list-style-type: none"> • Update name and/or address • News and events • Publications
Parent Assistance	<p>Alumni, Parent, and Community Relations Phone: (616) 526-6142 parents@calvin.edu www.calvin.edu/parents</p>	<ul style="list-style-type: none"> • Parent & family resources • Questions & answers • News and events
Physical Activities & Recreation	<p>Kinesiology Spoelhof Fieldhouse Complex 215 Phone: (616) 526-6176 Fax: (616) 526- 6060 www.calvin.edu/athletics/</p>	<ul style="list-style-type: none"> • Intramurals • Sports medicine • Athletics • Club sports • Outdoor recreation
Research Assistance	<p>Hekman Library Phone: (616) 526-7197 Fax: (616) 526-6470 library.calvin.edu</p>	<ul style="list-style-type: none"> • Workshops and events • Research assistance • Research tools
Residence Life & Housing	<p>Residence Life Office Spoelhof Center 364 Phone: (616) 526-6120 housing@calvin.edu www.calvin.edu/offices-services/residence-life/</p>	<ul style="list-style-type: none"> • Housing and dining options • Student ID cards • Roommate questions/concerns • Living learning communities

Frequently Used Terms

Some mistakes can be costly, so the more you know, the better off you will be. Because many of these terms refer to complex policies and procedures, it would be best to refer to the university catalog for additional academic terms and related policies and procedures. You can also contact the Registrar's Office at 616-526-6155 or successcenter@calvin.edu

1. * Academic Evaluation Report: An important document that you use as a reference for your academic requirements regarding the core curriculum and your major. This is your Calvin roadmap. Refer to it often. It is available in the Student Planning page.
2. Academic probation: If you don't meet the requirements for good standing (a specific minimum GPA depending on the number of credit hours you have taken), you are placed on probation.
3. Academic standing: The academic status of a student based on semester hours attempted and GPA for each course. See the university catalog for more information.
4. Class standing: Students with at least 27 semester hours of credit will be classified as **sophomores**; those with 58 semester hours or more as **juniors**; those with 89 semester hours or more as **seniors**. Classification is revised at the beginning of each semester.
5. Collegiate Scholars: Students can graduate with distinction in the Collegiate Scholars program by maintaining a 3.65 GPA and completing 6 touch points. Find more info at www.calvin.edu/honors.
6. Core curriculum: Because Calvin offers a liberal arts education, you will take classes over a broad spectrum of subject areas to enhance your knowledge and to encourage a comprehensive worldview. Core requirements can be seen on your AER or on the university catalog (catalog.calvin.edu). Core must be completed by the time of graduation.
7. Course load: It's typical for a student to have 14-16 semester hours for each semester and three semester hours for interim. To be considered a full-time student, you must take at least 12 semester hours in a semester. Students will be charged an additional fee for each semester hour over the 17-semester hour maximum.
8. * Course overload: You must apply for permission to carry more than 17 semester hours. The application is available in the Registrar's Office and requires the recommendation of your advisor and the approval of the registrar. You must have a cumulative GPA of 3.0 and must have received no grades of incomplete during the previous two semesters.
9. Dean's List and Honors Convocation: Full-time students with a semester GPA of 3.5 or higher for the semester of compilation and a cumulative GPA of 3.5 or higher will be placed on the Dean's List. All-semester Dean's List graduates will be invited to participate in the Honors Convocation (held in the spring semester).
10. * Declaration of major/minor: You must declare a major in order to earn a degree. Declaring your major involves having your advisor help you complete a major declaration form. The form signifies the department's acceptance of you as a major. A minor is optional. The end of the sophomore year is a good time to do this. The faculty member who signs the declaration form will become your primary advisor (if he or she is not your advisor already).
11. * Degree application: By November 1 of the academic year in which you plan to graduate, you must complete the Degree Application form. An audit will then be completed by the Registrar's Office to assess whether you have completed the degree requirements.
12. * Discontinuation from the university: If you choose to drop all of your classes mid-semester and leave Calvin, you need to meet with an associate registrar in the Registrar's Office and complete a discontinuation form.
13. * Dropping/adding a course: Students who withdraw from a course **prior to the end of the ninth week** of a semester will receive a "W" on their academic record. Students will not be given permission to withdraw from a course after the end of the 9th week. The student needs to pick up a drop slip from the Registrar's Office and have it signed by the faculty member teaching the course. Students may add a course only during the first week of classes. W-courses will be counted in the number of semester hours attempted unless a student withdraws during the first week of classes. If you stop attending a class without

turning in a completed drop slip to the Registrar's Office, you will receive a grade of N (unofficial withdrawal), which is equivalent to an F in your GPA calculation.

14. Legacy Honors credit: Only available to students who started in the program before Fall 2019. You may apply for permission to take a regular course for honors credit. Honors work involves substantial independent reading and/or writing in addition to the normal course requirements. You need a GPA of 3.5 or higher to be eligible to apply. In the schedule guide honors courses are designated with an "H" after the course number and letter. To graduate with honors, one must complete at least 6 honors courses (18 hours minimum), an honors project, and earn a cumulative GPA of at least a 3.5. Requirements vary by major. Contact the Honors Program (<http://www.calvin.edu/honors/>) for more information.
15. * Independent study: This is an individual course in which you are able to do independent reading or research in areas not covered in the regular course offerings. To be eligible, you must have completed at least four courses in the department, with a minimum GPA of 3.3 in those courses. The maximum number of hours of independent study that you may earn is 8.0.
16. Mid-semester grade report: First-year students are given mid-semester grades during the fall semester. These grades are not computed into your GPA but are meant to serve as an indicator of your progress.
17. Overlap rule: Occasionally, some requirements for majors and/or minors may overlap. The number of overlaps allowed is governed by the size of the major(s) or minor(s). Please consult the catalog's overlap policy to determine the number of overlaps allowed for your major and minor and/or two majors.
18. Student Resources and Self-Service page: These give you access to an incredible amount of information, updates, and resources that you need. You can also view your AER and register for classes under the Student Planning section on Self-Service.
19. Repeating a course: You may repeat any course by properly registering for it, but you must inform the professor that the course is being repeated. Only the **most recent grade**, whether higher or lower, shall be included in the compilation of your cumulative GPA, but the original grade will remain on your transcript.
20. Student-News: This is a daily email that lists announcements, deadlines, etc., about life at Calvin. It is important that you at least scan the topics of the student-news daily.
21. * Transcripts: The transcript is the official university record of your academic progress. Official transcripts are released by the Registrar's Office only when requested in writing by you and only you. Unofficial transcripts can be printed from your Student Planning page.
22. * Tutorial course: In unusual situations a student may register on a tutorial basis for a course listed in the catalog when that course is not among the regular offerings of that semester. Only juniors and seniors are eligible for tutorial courses, and a GPA of at least 3.0 is required.
23. Undecided: A student is undecided about a major if he or she is unsure of his or her particular academic or career choices. An advisor with knowledge of the general university curriculum will advise most students who are undecided.
24. * Undeclared: This is a more technical term used for students who have not completed the paperwork to officially declare a major. A student may want to take a course or more in his/her intended major before declaring a major.

* Forms are available at the Registrar's Office and online at <https://calvin.edu/offices-services/center-for-student-success/forms/>