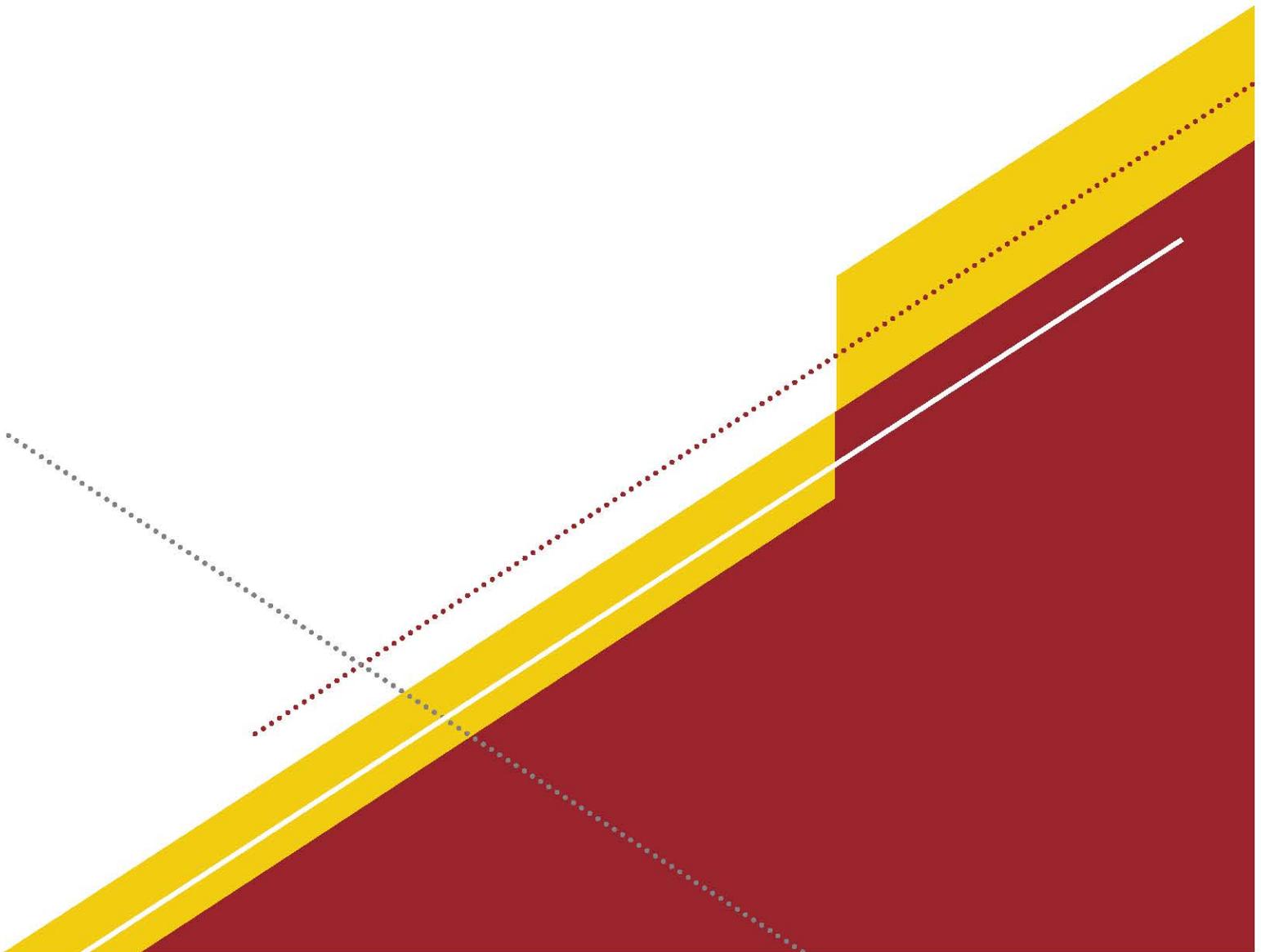




STUDENT ACADEMIC HANDBOOK

2016-2017



Contents

| | |
|---|----|
| Academic Calendar..... | 3 |
| Advising 101..... | 4 |
| Common Misconceptions..... | 5 |
| Advising Appointment Checklist..... | 6 |
| Course Registration..... | 8 |
| Academic and Career Success: | |
| First-Year Students..... | 9 |
| Second-Year Students..... | 10 |
| Third-Year Students..... | 10 |
| Fourth-Year Students..... | 11 |
| Life-Long Learning..... | 11 |
| What I Need to Do in Order to Graduate..... | 12 |
| What if I Do Not Have a Plan..... | 13 |
| Core Curriculum..... | 14 |
| Career Center..... | 16 |
| Frequently Asked Questions..... | 17 |
| On-Campus Resources..... | 18 |
| Frequently Used Terms..... | 20 |

Please note:

Calvin's new online catalog will be available Fall 2016

For a full list of programs see: www.calvin.edu > Academics > Majors & Programs

ACADEMIC CALENDAR

(Check out the web for the most current version: www.calvin.edu/academic/services/calendar)

| | | |
|--------------------|---------------------|---|
| Fall 2016 | | |
| August | 23-24 | New Faculty Orientation |
| | 25 | Fall Conference for faculty and staff |
| September | 31 | Residence halls open; orientation and registration begins |
| | 6 | Fall Semester classes begin 8 a.m. |
| | 6 | Opening Convocation (<u>modified opening day class schedule</u>) |
| | 12 | Last day to add <i>full</i> and <i>first-half</i> semester courses |
| | 12 | First day to request a tutor |
| October | 7 | Last day to drop <i>first-half</i> semester courses |
| | 13 | <u>Last day to obtain any refund for full semester course drops/withdraws</u> |
| | 21 | Mid-term grades for first year students due to registrar's office |
| | 21 | <i>First-half</i> semester courses end |
| | 24 | <i>Second-half</i> semester courses begin |
| | 25-26 | <u>Academic Advising</u> (no classes scheduled) |
| | 25 | <u>Registration</u> begins for Interim 2017 and Spring 2017 |
| November | 26 | Classes resume 5 p.m. and later |
| | 4 | Last day to drop <i>full</i> semester courses |
| | 4 | Last day to request a tutor |
| | 23 | Thanksgiving recess begins at 5:00 p.m. |
| | 28 | Classes resume 8:00 a.m. |
| December | 28 | Last day to drop <i>second-half</i> semester courses |
| | 12 | Classes end; Wednesday class schedule in effect; no night classes |
| | 13 | Reading Recess |
| | 14 | Exams begin 9 a.m. |
| | 20 | Exams end & Christmas break begins 10 p.m. |
| | 27 | Final semester grades posted/available at 5 p.m. |
| | Interim 2017 | |
| January | 4 | Interim begins 8:30 a.m. |
| | 5 | Last day to add interim courses |
| | 17 | Last day to drop interim courses |
| | 17 | Last day to change interim courses from credit to audit |
| | 24 | Interim ends 5 p.m. |
| Spring 2017 | | |
| January | 30 | Spring Semester classes begin 8 a.m. |
| | 30 | Spring Semester Convocation (modified opening day class schedule) |
| February | 3 | Last day to add <i>full</i> and <i>first-half</i> semester courses |
| | 3 | First day to request a tutor |
| | 24 | Last day to drop first-half semester courses |
| March | 7 | <u>Last day to obtain any refund for full semester course drops/withdraws</u> |
| | 17 | <i>First-half</i> semester courses end |
| | 17 | Classes end, Spring Break begins at 6 p.m. |
| | 27 | Classes resume at 8 a.m. |
| | 27 | <i>Second-half</i> semester courses begin |
| April | 31 | Last day to add <i>second-half</i> semester courses |
| | 7 | Last day to drop full semester courses. |
| | 7 | Last day to request a tutor |
| | 14 | Good Friday no classes scheduled |
| | 17 | Easter Monday no classes scheduled |
| | 25 | <u>Registration</u> for Fall 2017 begins |
| | 25-26 | <u>Academic Advising</u> (No Classes Scheduled) |
| May | 26 | <u>Honors Convocation</u> |
| | 28 | Last day to drop <i>second-half</i> semester courses |
| | 12 | Reading Recess |
| | 12 | Exams begin 6:30 p.m. |
| | 18 | Exams end 4:30 p.m. |
| Summer 2017 | 20 | <u>Commencement</u> |
| | 26 | Final semester grades posted/available - 5 p.m. |
| | 23 | Summer session I starts |
| June | 21 | Summer session II starts |
| July | 24 | Summer session III starts |

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 Academic Services, 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 Academic Services Office located in Spoelhof Center Suite 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.

Tip #1

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

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 college catalog and core requirements
- Help you understand your major/minor requirements
- Refer you to other helpful resources on and off campus
- Listen to you, pray with you, and guide you in the decision-making process

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 college catalog
- Prepare a list of questions for each advising appointment
- Discuss concerns about majors, vocations, jobs, life choices, etc.
- Ask about the many resources available on and off campus
- Bring a proposed schedule to your advising appointment with courses needed and/or desired
- Register for classes each semester with guidance from your advisor

Tip #2

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

Other Advising Resources:

Have you stopped by the Academic Services Office? This is a great place to start on your academic journey. Dana Hebreard (dhebrear@calvin.edu), Associate Director of Academic Advising, is happy to talk to you about any academic advising questions you may have during your Calvin career. To schedule an appointment, please contact the main office at 616-526-6155. Another great resource is the Academic Services page on Calvin's website. This has all the information you need, including advising procedures, registration information, and Academic policies. (www.calvin.edu/academic/services/).

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. In coming to college, there are new responsibilities. College advisors are supportive and will give you plenty of advice and resources, but ultimately, 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.

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

NOT NECESSARILY. Most of the information you've already heard is the result of rumors, which are not always true. 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 super heroes. 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, Academic Services, department chairs, The 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 the Health Center
 - For additional information regarding holds, contact Academic Services at 526-6155
- 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. CAS 141: Visual Rhetoric | 3 | CORE-Rhetoric in Culture |
| Ex. BUS 160 | 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 via Portal or online at www.calvin.edu/academic/services/registration/times/
 - Find step-by-step instructions for how to register by visiting 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 cleared me to register for classes

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 _____

Course Registration

After meeting with your advisor, you can login to Calvin Portal and create a list of “preferred courses” that you would like to register for in the upcoming semester. This list will be saved in Portal and can be updated any time prior to your registration date. This list will make the registration process easier for you when your registration day arrives. *Please note that creating a “preferred list” does NOT mean that you have registered for your courses.*

To create a “preferred list”, follow the steps below.

1. Login to Portal at portal.calvin.edu
 - Services
 - Student Academics
 - Search and Register for classes
2. Search for courses by specific subject, course level, or course number
3. Select the courses you would like to register for the upcoming semester

The screenshot shows the 'Self Service' search interface. At the top, there is a search bar labeled 'Search/ Register for Sections'. Below it, a message states: 'Fill in as much search criteria as you need to find classes. Term and one other field must be completed. Adds may only be done via KV Resources through the first five days of fall and spring semesters.' The search form includes a 'Term' dropdown menu with options for 'Fall 2011', 'Summer 2011', and 'Interim 2012'. There are also fields for 'Start' and 'Ending By Date'. Below these are several dropdown menus for 'Subject', 'Course Level', and 'Course Number'. At the bottom, there are checkboxes for days of the week (Mon, Tue, Wed, Thu, Fri, Sat, Sunday) and a 'Course Title Keyword(s)' field.

Registering on your registration date

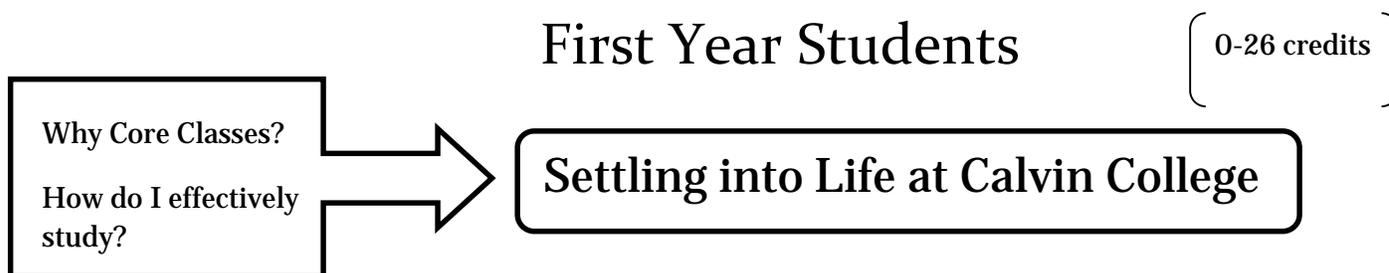
1. Login to Portal at portal.calvin.edu
 - Services
 - Student Academics
 - Search and Register for classes
2. Choose which courses from your “preferred list” that you would like to register for. Click on the pull down tab next to the course name and select **REGISTER**.
3. Finally, click **SUBMIT**. You will receive a registration confirmation email to your Calvin student email account. If you do not receive a confirmation email, please contact Academic Services at 616-526-6155.

The screenshot shows a table titled 'Preferred Sections'. The table has columns for 'Action', 'Term', 'Status', 'Section Name and Title', 'Meeting Information', 'Faculty', 'Credits', and 'Comments'. Each row represents a course section with a 'Register' dropdown menu next to the 'Action' column.

| Action | Term | Status | Section Name and Title | Meeting Information | Faculty | Credits | Comments |
|----------|-------------|--------|--|--|----------------|---------|---------------------------------------|
| Register | Spring 2012 | Open | BIOE-224-A (8471) Cellular & Genetic Systems | 01/30/2012-05/16/2012 Lecture Monday, Wednesday, Friday 06:30AM - 09:50AM, Science Building, Room 010 | D Koelp | 3.00 | Students must also register for a lab |
| Register | Spring 2012 | Open | BIOE-224-B (8487) Cellular & Genetic Systems Lab | 01/30/2012-05/16/2012 Lab Tuesday 01:00PM - 02:30PM, Science Building, Room 277 | A Wiltmann | 1.00 | |
| Register | Spring 2012 | Open | CHEM-104-B (8418) General Chemistry II | 01/30/2012-05/16/2012 Lecture Monday, Wednesday, Thursday, Friday 10:30AM - 11:20AM, Science Building, Room 361 | D VanderGriend | 4.00 | Students must also register for a lab |
| Register | Spring 2012 | Open | CHEM-104-L (8418) General Chemistry II Lab | 01/30/2012-05/16/2012 Lab Monday 09:30PM - 11:00PM, Denison Hall, Room 265 | K Pies | 0.00 | |
| Register | Spring 2012 | Open | REL-121-C (7581) Biblical Lit & Theology | 01/30/2012-05/16/2012 Lecture Monday, Wednesday, Friday 11:30AM - 12:20PM, Hamenga Hall, Room 316 | R Wiberath | 3.00 | |
| Register | Spring 2012 | Open | SPAN-102-E (7474) Elementary Spanish | 01/30/2012-05/16/2012 Lecture Monday, Tuesday, Wednesday, Thursday 01:30PM - 02:00PM, Hamenga Hall, Room 213 | L Rodriguez | 4.00 | |

Current Registrations

Academic and Career Success



- ❑ Read through Calvin's Catalog to look for interesting 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 live activities, etc.)
- ❑ Are you interested in the Honors Program? Know the procedures
- ❑ Are your Advanced Placement courses from high school showing up on your AER?
- ❑ Know the drop/add deadlines and procedures
- ❑ Build a four-year schedule and discuss alternative options with your advisor in case specific courses are closed
- ❑ Remember the Interim requirement
- ❑ Know how and where to get a tutor
- ❑ Get advanced approval for any intended transfer credits
- ❑ Discuss student/advisor responsibilities
- ❑ Know where to find other resources: Academic Services, Broene Counseling Center, Campus Ministries, Career Center, Rhetoric Center, etc.

Second Year Students

(27-57 credits)

What am I good at?
 What can I major in?
 What can I do with
 this major?

Academic and Career Planning

- ❑ Declare major(s) and/or minor(s)
- ❑ Review your academic progress and program(s) to make sure you will meet the 124 semester hour graduation requirement
- ❑ Utilize the resources the Career Center has to offer for resume and portfolio development
- ❑ Visit a career counselor to find your path to education and work happiness.

Third Year Students

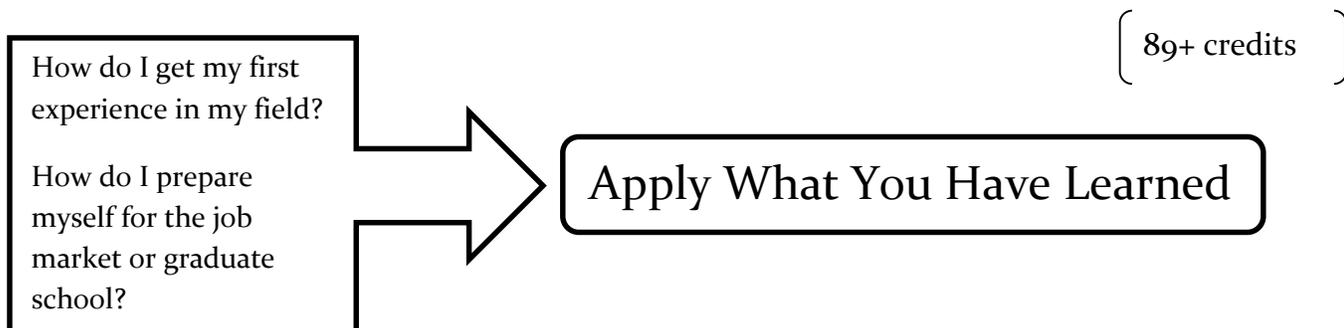
(58-88 credits)

What else do I need
 to know?
 How can I apply
 what I have learned?

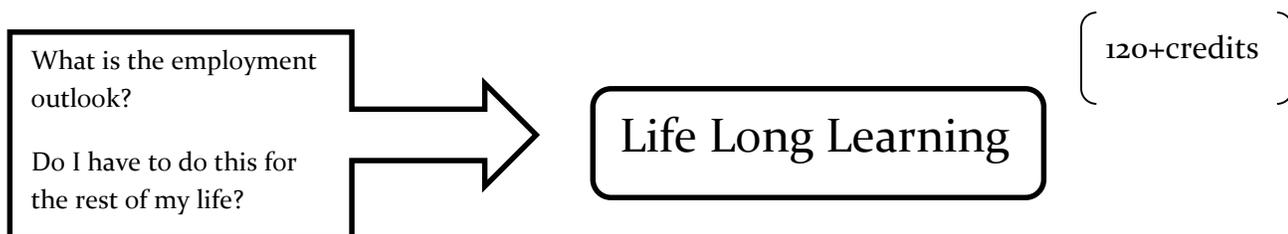
Connect Learning

- ❑ Review your academic progress to make sure you will meet all of the necessary requirements to graduate
- ❑ Take advantage of job shadowing and internship opportunities
- ❑ Discuss career and/or graduate school options with your faculty advisor and other individuals in the surrounding community
- ❑ Develop faculty/mentor relationships
- ❑ Are you interested in studying abroad? Talk to Off-Campus Programs
- ❑ Define career options (www.calvin.edu/admin/career/students/)

Fourth Year Students



- ❑ **Review Declaration of Major/AER for any changes or errors**
- ❑ **Apply for your degree on the Calvin Portal no later than November 1st**
- ❑ **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)**



- ❑ **Employment**
- ❑ **Civic engagement**
 - Invest in community/institution/church
 - Give back to current students
- ❑ **Continue education**

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 college catalog for more information about particular majors.

2. Complete three, three-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 Academic Evaluation Report (AER) and on the academic services webpage.

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 college catalog or your AER for specific information about your major.

6. Explore online resources

There is a student portal resources page on the Academic Services website, which directly links to many of our faculty/student links (www.calvin.edu/academic/services/portal/).

What if I don't have a plan?

A. What if I'm "undecided"?

"Undecided" status is often referred to as an "exploratory major." You'll be assigned to an advisor in Academic Services or to a faculty member who is knowledgeable of the core requirements. This does not mean you'll stay in that particular department or with that advisor forever; it's just a place to start. 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 a major or change your major, contact the Academic Services so you can be matched with an advisor in your program as soon as possible.

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*
- *History 151 or 152*
- *Religion 121 or 131*
- *Biology (115, 123, 141 or 160 depending on interest area)*
- *Philosophy 153*
- *Arts Core*
- *Health & Fitness (PER 101 – 129)*
- *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 of 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, and 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 Department 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!

Calvin's Core Curriculum

Core Gateway

First Year Seminar IDIS 149

Waived for students transferring 12 or more credits.

Developing a Christian Mind IDIS 150

Must be taken at Calvin, transfer credit not accepted.

Core Competencies

Written Rhetoric

ENGL 101 Written Rhetoric (3)

*Transfer credit from a community college equivalent to this course normally requires completion of two courses - i.e. Composition I & Composition II or similar titles.

Information Technology

IDIS 110 Foundations of Info. Tech.
CS 100 Creating Interactive Web Media (3)
CS 106 Intro to Sci Comp & Modeling (3)
CS 108 Intro to Computing
ENGR 101 Intro to Engineering Design

Rhetoric in Culture

ART 153 Visual Culture (4)
CAS 101 Oral Rhetoric (3)
CAS 140 Communication & Culture (3)
CAS 141 Visual Rhetoric (3)
CAS 180 Communicating W/ Digital Media
CAS 214 Creating Comm Arts in Educ Settings (3)
GERM 362 Exploring Culture & Lang (3)
GEOG 261 Geog Info Sys & Cartography
SCES 214 Com & Learn in Natural Science (3)
IDIS 214 Communication & Learning in Natural Sciences (3)

Health & Fitness—Personal Fitness (1)

PER 101-112: Jogging and Road Racing, Nordic Walking, Road Cycling, Core Strength and Balance Training, Aerobic Dance, Cardio Cross Training, Strength and Conditioning, Aquatic Fitness, Water Aerobics, Spinning

Health & Fitness—Leisure & Lifetime (1)

PER 120-159: Scuba, Swim I or II, Cross Country Skiing, Downhill Skiing, Ice Skating, Karate, Women's Self Defense, Golf I or II, Bowling, Wilderness Pursuits, Rock Climbing I or II, Canoeing, Frisbee, Fly Fishing, Dance (Educational, Tap I, Jazz I, Modern I, Sacred I, Ballet I, Creative, Social, Square& Folk), Rhythm in Dance

Health & Fitness—Sport, Dance and Society (1)

PER 160-189: Dance (Tap II, Jazz II, Modern II, Ballet II), Period Styles of Dance, Visual Design in Dance, Racquetball, Water Polo, Basketball, Volleyball I or II, Cooperative World Games, Slow Pitch Softball, Badminton I or II, Tennis I or II, Soccer

Foreign Language

CHIN 202 Intermediate Chinese (4)
DUTC 202 Intermediate Dutch (4)
FREN 113 Multisensory French III (4)
FREN 202 Intermediate French (4)
GERM 123 Intermediate German (4)

GERM 202 Intermediate German (4)

GREE 206 NT Greek: Epistles (3)

JAPN 202 Intermediate Japanese (4)

KOR 202 Intermediate Korean (4)

LATN 202 Intermediate Latin II (3)

LATN 205 Late Republic & Early Empire (3)

SPAN 202 Intermediate Spanish (4)

SPAN 203 Intermediate Spanish (4)

*Other foreign languages may also be used by providing evidence of competency on college intermediate level.

Core Studies

History of the West & World

HIST 151 Hist of the West & World I (4)

HIST 152 Hist of the West & World II (4)

*U.S. History is not accepted for history core

*History equivalents must be 4 credits

Philosophical Foundations

PHIL 153 Fundamental Questions Phil (3)

Biblical/Theological Foundations I

REL 121 Biblical Lit & Theology (3) or

REL 131 Christian Theology (3)

*At least one Biblical/Theological course must be completed at Calvin.

Biblical/Theological Foundations II

Students who take REL 131 take one from 211—224

Students who take REL 121 take one from 230—251

Biblical II

REL 211 Pentateuch (3)

REL 212 Old Testament Historical Books (3)

REL 213 Psalms & Wisdom Lit (3)

REL 214 Prophets (3)

REL 221 Synoptic Gospels & Acts (3)

REL 222 Johannine Lit (3)

REL 223 Paul's Letters (3)

REL 224 Revelation & General Letters (3)

Theological II

REL 230 Doctrine of Revelation (3)

REL 231 Doctrine of God (3)

REL 232 Doctrine of Creation (3)

REL 233 Doct of Christ & Reconciliation (3)

REL 234 Doct of Holy Spirit & Church (3)

REL 235 Eschatology (3)

REL 237 Christian Worship (3)

REL 243 History of Christian Theology I (3)

REL 244 History of Christian Theology II (3)

REL 251 Christianity & World's Religion (3)

Persons in Community

EDUC 202 Learner in Educational Context: Development & Diversity (3)

GEOG 200 People, Place & Community (3)

PHIL 211 Philosophy of Gender (3)

POLS 110 Persons in Political Community (3)

PSYC 151 Introductory Psychology (3)

SOC/SOWK 250 Diversity & Inequality in US (3)

Societal Structures

CMS 151 Church and Society (3)

ECON 151 Principles of Economics (3)

ECON 221 Principles in Microeconomics (4)

ECON 232 Environmental Econ (3)

ECON 241 Health Econ & Health Policy (3)

GEOG 241 Geography of Canada & US (3)

IDIS 205 Societal Structures & Education as Social Enterprise (3)

POLS 101 American Politics (3)

POLS 212 American Public Policy (3)

SOC 151 Sociological Principles & Perspectives (3)

SOC 210 Crime & Justice in American Society (3)

Literature

CLAS 211 Classical Literature (3)

ENGL 200 Lit in Global Context (3)

ENGL 202 Russian Literature (3)

ENGL 212 Survey British Lit I (3)

ENGL 213 Survey British Lit II (3)

ENGL 214 Survey British Lit III (3)

ENGL 220 Survey American Lit I (3)

ENGL 221 Survey American Lit II (3)

ENGL 222 African-American Lit (3)

ENGL 226 Ethnicity in American Lit (3)

ENGL 230 Understanding Literature (3)

ENGL 234 Gender and Literature (3)

ENGL 299 Special Topics in Lit (3)

FREN 351 Survey French Lit (4)

FREN 361 Francophone Lit in Quebec (3)

GERM 303 Intro to German Lit (3)

GREE 302 Greek Epic (3)

GREE 307 Greek Tragedy (3)

LATN 206 Late Latin Literature (3)

LATN 300 Latin Epic (3)

LATN 302 Roman Philosophers (3)

LATN 304 Roman Historians (3)

LATN 305 Latin Lyric Poetry (3)

SPAN 309 Intro to Hispanic World II (3)

Global & Historical Studies

ARTH 232 Early Christ & Byzantine Arts (3)

ARTH 233 Medieval Art (3)

ARTH 241 Asian Art (3)

ARTH 243 Art of Americas (3)

ARTH 245 African & Oceanic Art (3)

BIOL 364 Global Health, Env, and Sustainability (3)

DAN 310 Dance in World Culture (3)

Global & Historical Studies (cont.)

ECON 236 Emerging Economies (3)
 ECON 237 Regional Economies of World
 ECON 337 World Poverty & Econ Development (3)
 ENGL 300 Advanced World Literature (3)
 ENGL 310 British Literature of the Middle Ages (3)
 FREN 362 Francophone Lit and Culture in Sub-Saharan Africa and the Diaspora (3)
 FREN 363 Francophone Lit and Cult in N Africa (3)
 GEOG 110 World Regional Geography (4)
 GEOG 210/ENST 210 Human Modifications / Global Environment (3)
 GEOG 240 Geography of Latin America (3)
 GEOG 242 Geography of Africa (3)
 HIST 233 Modern Middle East (3)
 HIST 235 India and its World (3)
 HIST 238 History of Latin America (4)
 HIST 242 Modern West Africa (3)
 HIST 245 East Asia to 1800 (3)
 HIST 246 East Asia Since 1800 (3)
 HIST 261 Ancient Greece & Rome (3)
 HIST 262 Medieval Worlds, 300-1000 (3)
 HIST 263 Medieval & Renaiss Europe 1000-1500 (3)
 HIST 271 War & Society (3)
 IDS 201 Intro to International Development (3)
 MUSC 205 Music History and Analysis (3)
 PHIL 225 Chinese Thought & Culture (3)
 PHIL 226 African Thought & Culture (3)
 POLS 207 Intro to International Politics (3)
 POLS 271 Religion & Politics in Comparative Perspectives (3)
 POLS 276 Latin American Politics (3)
 POLS 277 Asian Politics (3)
 POLS 279 African & Indian Politics (3)
 REL 255 World Religions (3)
 REL 352 Judaism (3)
 REL 353 Islam (3)
 REL 354 Hinduism (3)
 REL 355 Buddhism (3)
 REL 356 Confucianism (3)
 SOC 153 Intro to Cultural Anthropology (3)
 SOWK 260 Global Issues (3)
 SPAN 308 Intro to the Hispanic World I (4)
 SPAN 311 Hispanic Civil & Culture (3)

Arts

ARCT 201 Architectural History I (4)
 ARCT 202 Architectural History II (4)
 ARTH 101 Intro to History of Art I (4)
 ARTH 102 Intro to History of Art II (4)
 ARTH 234 Northern Renaissance Art (3)
 ARTH 235 Italian Renaissance Art (3)
 ARTH 237 Baroque & Rococo Art (3)
 ARTH 238 Nineteenth-Century Art (3)
 ARTH 239 Modernism & Arts (3)
 ARTH 240 Contemporary Art (3)
 CAS 145 Intro to Film (3)
 CAS 203 Performance Studies (4)
 CAS 254 Television Criticism (4)
 CAS 281 American Film (4)
 CAS 282 World Cinema (4)
 CAS 320 History of Theatre & Drama I (3)
 CAS 321 History of Theatre & Drama II (3)
 CLAS 221 Classical Art & Architecture (3)
 CLAS 231 Classical Mythology (3)
 EDUC 210 Music and Art in the Elem Classroom (3)
 FREN 375 French Cinema (3)
 GERM 371 German Visual Culture & Lit (3)
 MUSC 101
 MUSC 103 Understand/Enjoying Music (3)
 MUSC 106 American Music (3)
 MUSC 107 World Music (3)
 MUSC 203 Perform in West Culture (3)
 MUSC 236 Hist & Phil Music in Worship (3)
 DAN 202 Dance History (3)
 DAN 330 Dance Composition & Perform (3)

Mathematics

MATH 100 Math in Contemp. World (3)
 MATH 143 Intro to Probability & Stats (4)
 MATH 170 Elem Functions & Calculus II
 MATH 171 Calculus I
 MATH 221 Real Number Sys&Meth Elem Teach (4)
 PSYC/SOC/SOWK 255 Stats & Research Design (4)

Physical World

ASTR 110 Planets, Stars, & Galaxies (4)
 ASTR 111 Solar System (4)
 ASTR 112 Stars, Galaxies, & Universe (4)
 ASTR 211 Planet & Stellar Astronomy (4)
 ASTR 212 Galactic Astronomy & Cosmology (4)
 CHEM 101 Molecular World (4)
 CHEM 103 General Chemistry I (4)
 CHEM 104 General Chemistry II (4)
 CHEM 105 Chemical Principles (4)
 CHEM 115 Chemistry for Health Sciences (4)
 GEOL/GEOG 120 Earth Systems (4)
 GEOL 151 Intro to Geology (4)
 GEOL 152 Historical Geology (4)
 GEOL/GEOG 251 Oceanography (4)
 GEOG 181 First-Yr Research in Earth Sci: Dunes (5)
 GEOG 250 Meteorology (4)
 IDIS 160 Energy: Resources, Use & Stewardship (4)
 PHYS 113 Scientific Analysis Elem Sch Teachers (4)
 PHYS 132 Matter, Light & Energy (4)
 PHYS 212 Inquiry-Based Physics (4)
 PHYS 221 General Physics (4)
 PHYS 223 Physics for Health Sciences (4)
 PHYS 235 Intro Physics: Electricity & Magnetism (4)
 *Must have a lab component

Living World

BIOL 115 Human Biology (4)
 BIOL 123 Living Systems (4)
 BIOL 141 Cell Biology & Genetics (4)
 BIOL 160 Ecological and Evolutionary Systems (4)
 *Must have a lab component

CCE

Cross cultural engagement
 Met by many off-campus programs, major coursework or can be taken by independent study. See www.calvin.edu/go/cce

Core Capstone

Integrative Studies

This core area is generally met by a major capstone course.

Integrative Studies must be taken at Calvin

You can find more detailed information about Calvin's Core Requirements at www.calvin.edu/go/core.

Several pre-professional programs, such as Nursing, Engineering, etc., have a modified list of core requirements

†Foundation of Information Technology (FIT): Computing is pervasive in most disciplines, and because of that the core curriculum includes the FIT area. The choices available are described at <http://cs.calvin.edu/documents/fit>, and you should review these with your advisor since your major or minor may already include a specific class among these. You are also encouraged to contact the FIT coordinator (fit@calvin.edu) if you have any questions.

Several core requirements may not be fulfilled with transfer credit and must be completed at Calvin:

First Year Seminar: a one-hour introductory course to the academic and intellectual community. Required of all first year students and transfer students with less than 12 semester hours of transfer credit. (High school students who complete college courses for transfer are still considered first year students.)

Developing the Christian Mind (DCM): three semester hour course normally taken during the first year.

Biblical/Theological Foundations: Calvin requires that one Religion/Theological core be completed at Calvin.

Cross Cultural Engagement: met by many off-campus programs and major coursework.

Integrative Studies: generally filled with the major capstone course.

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 fits in academia, group projects, work environments, etc.
- Career Catapult Blog (www.calvin.edu/weblogs/careercatapult): features interviews and advice from professionals working in a variety of career fields.
- 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 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 course work 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 in the student portal.

**If you change your major, it's important to stop by the Academic Services so that your AER can be updated to the new major.*

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

Your AER lists your advisor and his/her phone number. 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?

After you meet with an advisor, he/she will mark your account online which allows you to register. You may sign up for classes online at your designated registration time.

4. How do I register for classes?

It's beneficial to create a preferred list of courses you are interested in taking prior to your registration time. This list may help registration go more quickly. Enter as much information as you can about classes you want and then select the boxes you want to save. Click "submit" to add them to your preferred list. These courses will now be saved under "express registration" and will be easily accessible. When it is your registration time, pull up this list, select RG-register from the drop down box next to the courses you wish to register for, and click submit.

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

5. Can I change my advisor?

Changes can be made up to three weeks prior to academic advising days by stopping into the Academic Services to complete a change of advisor form or e-mailing us at advise@calvin.edu.

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 (The Portal>Services > Student Academics > Drop Classes). To drop after the first week of classes, you have to fill out a drop slip in the Academic Services Office and ask your professor and faculty advisor 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 Office of Academic Services is located in 342-361 Spoelhof Center (2nd floor by the atrium). The staff can help you with any or 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, or call 616-526-6155.

Calvin College On-Campus Resources

| Service | Location | Areas of Attention |
|-----------------------|--|---|
| Academic Support | <p>Academic Services – Student Success Spoelhof Center 342-361 Phone(616) 526-6113 Fax: (616) 526-7066 acadservices@calvin.edu www.calvin.edu/academic/sas/</p> <p>Rhetoric Center Library 207 Phone: (616) 526-7088 rhetoric@calvin.edu www.calvin.edu/academic/rhetoric/</p> | <ul style="list-style-type: none"> • Tutoring • Academic coaching • International Student support • Math/English courses • Study skills assistance • AHANA student support • Celebrating Strengths program • Disability Services • Academic probation counseling • Writing assistance • Paper editing assistance |
| Advising Services | <p>Academic Services-Registrar Spoelhof Center 342-361 Phone: (616) 526-6155 Fax: (616) 526-8513 acadservices@calvin.edu www.calvin.edu/admin/registrar/</p> <p>Honors Program (616) 526-6609 Hiemenga Hall 318 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 • Graduate school • Research • Honors Fellows and Community |
| Career Services | <p>Career Center Hekman Library 372 Phone: (616) 526-6485 Fax: (616) 526-6052 career@calvin.edu www.calvin.edu/admin/career/</p> | <ul style="list-style-type: none"> • Internships • Resume/cover letter and interview assistance • Job fairs • Career planning |
| Counseling | <p>Broene Counseling Center Spoelhof Center 362 Phone: (616) 526-6123 Fax: (616) 526-8504 broene@calvin.edu www.calvin.edu/admin/broene/</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>Academic Services - SAS Spoelhof Center 342-361 Phone(616) 526-6113 Fax: (616) 526-7066 acadservices@calvin.edu www.calvin.edu/academic/sas/ www.calvin.edu/academic/sas/disability/</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) 526-6126 Fax: (616) 526-6532 www.calvin.edu/admin/fsrv/</p> | <ul style="list-style-type: none"> • Tuition statements and fees • Tuition payment schedule • Tax information |

| | | |
|----------------------------------|---|---|
| | <p>Financial Aid & Admissions Spoelhof Center Phone: (616) 526- 6134 Fax: (616) 526-6883 finaid@calvin.edu www.calvin.edu/admin/finaid/</p> | <ul style="list-style-type: none"> • Student loan information • Scholarships • Work opportunities |
| Getting Involved on Campus | <p>Campus Involvement Commons Annex 114 Phone: (616) 526-6165 Fax: (616) 526- 6644 www.calvin.edu/admin/sdo/</p> <p>Multicultural Student/International Student Development Office Common Annex 115 Phone: (616) 526-6165 www.calvin.edu/msdo/index.html</p> <p>Student Activities Office 110 Commons Annex Phone: (616) 526- 6064 www.calvin.edu/admin/sao/</p> <p>Service-Learning Center Commons Annex 112 Phone: (616) 526-6455 slc@calvin.edu www.calvin.edu/admin/slc/</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 • Concerts, films, lectures, & events • Calendar & directions • Individual & group service opportunities • Academically-based service learning • Streetfest • Spring break trips |
| | <p>Alumni & Public Relations 135 Youngsma Center Phone; (616) 526- 6142 parents@calvin.edu www.calvin.edu/parents/</p> | <ul style="list-style-type: none"> • Parent & family resources • Student treats • News and events • Publications • Questions & answers |
| Physical Activities & Recreation | <p>Kinesiology 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 & 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/admin/housing www.calvin.edu/student-life/housing-dining/</p> | <ul style="list-style-type: none"> • Housing & 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'll be. Because many of these terms refer to complex policies and procedures, it would be best to refer to the college catalog for additional academic terms and related policies and procedures. You can also contact Academic Services at 616-526-6155 or acadservices@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 portal.
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 college catalog for more information.
4. Class standing: Students with a minimum of 27 semester hours of credit will be classified as **sophomores**; those with 58 semester hours as **juniors**; those with 89 semester hours as **seniors**. Classification is revised at the beginning of each semester.
5. 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 Academic Services website (www.calvin.edu/academic/services). Core must be completed by the time of graduation.
6. 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.
7. * Course overload: You must apply for permission to carry more than 17 semester hours. The application is available in the Academic Services 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.
8. 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 3.3 or higher will be placed on the Dean's List and invited to participate in the Honors Convocation (held in the spring semester).
9. * 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).
10. * 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 Academic Services Office to assess whether you have completed the degree requirements.

11. * Discontinuation from the college: If you choose to drop all of your classes mid-semester and leave Calvin, you need to meet with an associate registrar in the Academic Services Office and complete a discontinuation form.
12. * 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 ninth week. The student needs to pick up a drop slip from the Academic Services 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 Academic Services Office, you will receive a grade of N (unofficial withdrawal), which is equivalent to an F in your GPA calculation.
13. Honors credit: 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 3.3 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 (www.calvin.edu/honors/) for more information.
14. * 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.
15. 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.
16. 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.
17. Portal: It gives you access to an incredible amount of information, updates, and resources that you need. You can also view your AER and register for classes on the Portal.
18. 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.
19. 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.
20. * Transcripts: The transcript is the official college record of your academic progress. Official transcripts are released by the Academic Services Office only when requested in writing by you and only you.
21. * 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.
22. 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 college curriculum will advise most students who are undecided.
23. * 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.

Notes
