

FREQUENTLY ASKED QUESTIONS IN UNDERGRADUATE ADVISING

How do I declare a major in Political Science?

- It is linked through the A&S Advising website, but it does require your Ulink login:
<http://www.louisville.edu/a-s/advising/forms/>

How do I declare a minor in Political Science?

- It is linked through the A&S Advising website, but it does require your Ulink login:
<http://www.louisville.edu/a-s/advising/forms/>

Who is my advisor?

- A&S Gen Ed: Jody Reed, Gardiner Hall , 852-6487, jkreed01@wise.louisville.edu
- POLS: Tricia Gray, 209 Ford Hall, 852-3309, tjgray01@louisville.edu
- These individuals are designated to help you with advising, but you are encouraged to seek second opinions and other resources.

How should I get advised?

- You should get advising a week or two before you are able to register for classes. Once you have declared your major, your degree progress notes should be on file in the main office in Ford Hall 205.
- To the appointment you should bring your unofficial transcript, your weekly schedule, a list of ideal courses and alternate choices. Write down any questions you want to ask.

What is the schedule for registering for classes?

- Specific dates are available online:
<http://www.louisville.edu/student/services/registrar/reginfofl.html>
- Early for Fall: mid-April
Late Fall: August
- Early for Spring: mid-October
Late Spring: January
- For Summer classes: mid-April

What are substitution classes for 390 & 495?

- There are approved courses to substitute for POLS 390 and POLS 495. The substitutes are indicated in the online catalog and are approved per semester. In other words POLS 322 is a sub for POLS 390 in Fall 2006, but not if you had it in an earlier semester.
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Semester	390	495
S07	321 Public Opinion	No substitutes.
F06	322 US Parties & Elections	505 Public Policy: Family Policy
S07	321 Public Opinion	No substitutes.
F07	No substitutes.	No substitutes.
S08	No substitutes.	No substitutes.

How many hours of POLS are required for each program?

- BA: min 30, max 40 For more details of the degree program go to:
<http://www.louisville.edu/a-s/polsci/curr/bagegreeplan.pdf>
- BS/Law & Public Policy: min 40-42, max 60 For more details of the degree program go to:
<http://www.louisville.edu/a-s/polsci/curr/bsdegreeplanlawandpubpol.pdf>
- BS/Paralegal Studies: min 30 (+ 28 in PARA), max 60 For more details of the degree program go to: <http://www.louisville.edu/a-s/polsci/curr/bsdegreeplan.pdf>

How can I view my transcript online?

- It is linked through <http://www.louisville.edu/academics/student-services.html> It does require your Ulink ID and password.

What happens to transfer students' credits?

- If you transfer to UofL, you can earn credit hours and fulfill general education requirements, but the grades are not counted toward your UofL GPA.
- They are, however, part of an "expanded GPA" that considers your transfer GPA and your UofL GPA; for example, some graduate programs may ask for your "expanded GPA" if you were a transfer student.

How are transfer credits calculated?

- The Admissions Office administers transfer credits in cooperation with the College and departments.
- Some transfer credit is automatically accepted such as from KCTCS and KY schools. There are resources available through the Admission's Office website: <http://admissions.louisville.edu/trf/trfguide.html> (Most require Ulink logon).
- Be sure transfer students fulfill the general education requirement for at least 50 hours at or above 300-level

Can I repeat a course to change a bad grade?

- You can use 4 repeats to take bad grades out of GPA calculation, but they do not come off your transcript. The last grade awarded is calculated in the GPA.
- You must file a form with A&S Advising to activate this option; otherwise both grades are calculated in the GPA.

Can I take classes pass/fail?

- If you have 60 hours or more and a 2.00 GPA you may take one elective course per semester P/F. However, you must earn a grade in general education and major program requirements.
- Forms are available from A&S Advising and must be authorized by the class instructor.

What if I want to over enroll to take 18 or more hours?

- A&S Dean's approval needed; 30 cumulative hours and 3.0 GPA required.
- The form is available online at: <http://louisville.edu/a-s/students/aac/currpetition.pdf>

What are the general education requirements for my degree?

- The information is available through the Provost website: <http://www.louisville.edu/provost/GER/>

What classes count for the WR and CD general education requirements?

- The list is available through the A&S Advising website: <http://www.louisville.edu/a-s/advising/req/wr.html>

When and how should I request a preliminary degrees check?

- After you accumulate 85 hours or more or at least two semesters before you plan to graduate.
- It is linked through the A&S Advising website, but it does require your Ulink login: <http://www.louisville.edu/a-s/advising/forms/>

How and when do I apply to graduate and receive my diploma?

- If you are planning to receive your degree, you will need to fill out a degree application online. The degree application process will be available on the Web through [ULink](#)
- The application period for Summer is April 15 - June 2; for Fall is July 15 - September 9; and for Spring is November 15 - January 27.

When can I walk through commencement?

- After you have completed all requirements.
- For more info check the website: <http://louisville.edu/commencement/>