

History Advising, Frequently Asked Questions

ALL OVERRIDES must be approved FIRST by the professor in question, who should then email Mr. Daugherty at (bjdaugherty@vcu.edu).

- **please do not request overrides directly from me or from Mr. Daugherty .**
 - o exception, if you are a graduation senior who *must* have one specific history course to graduate, you can speak directly to Mr. Daugherty.

WHO IS MY ADVISOR?

if your last name begins with the letter A-M, your advisor is:
MARY BRULATOUR (brulatourmc@vcu.edu)

If your last name begins with the letter N-Z, your advisor is:
HARIS NIAZ (niazmh@vcu.edu)

OPEN ADVISING HOURS:

Take place in 813 Cathedral (aka Floyd) Ave., rm. 200 (**not** my office)

For the Fall semester, the hours are as follows:

Monday 3-5 (Haris)

Tuesday 3-5 (Mary)

Wednesday 11-1 (Haris)

Thursday 8:45-10:45 (Haris)

No appointment is necessary for open advising hours, though if you plan coming, feel free to email the advisor in question and give them a heads-up. If you absolutely cannot make any of these times, contact you advisor and they will set up an appointment.

General Advising Issues

Email advising:

Email advising, operates ONLY during normal business hours (9-5 M-F). Please DO NOT call or email except within those parameters - advising is not a 24hr. helpline.

Most emails will be answered within 2 business days. More complicated questions take more time. **BE PATIENT, DO NOT SEND MULTIPLE EMAILS.**

ADVISING IS NOT MANDATORY! Seek help when you need it, but if you spoke with an advisor last semester, you are probably ok until next Fall unless you encounter a serious issue.

What courses do I need to take next semester?

- That depends—you should take a close look at your History major checksheet to see if you still have any General Education requirements to fulfill. Also, look at the History major portion on the inside and see if there is anything left to do there.

I plan to come to open advising hourse, what materials should I bring?

- You should bring your History Major checksheet (graduation checklist), a copy of your transcript, and a copy either of your current schedule for this semester (for mid-semester advising) or of your proposed schedule for next semester (for course registration advising).
- If you began studying at VCU, either as a Freshman or a Transfer **before** Fall 2008, you use the old History major checksheet and approved course list (available via the “undergraduate studies” section of the History dept. webpage).
- If you began studying at VCU, either as a Freshman or a Transfer in **Fall 2008** or later, you use the **new** History major checksheet (available via the “undergraduate studies” section of the History dept. webpage). Due to the simplification of General Education requirements, there is not accompanying approved course list for this version

For the General Education requirements (e.g. “Ethical Principles” or “Human Behavior”) can I substitute a course that does not appear on the approved lists?

- No, only the courses on the lists can be used to fulfill those specific requirements.

What courses do I need to take to graduate with a History major?

- Again, the History major checksheet is your best guidelines for this. **DO NOT** rely on the online “Degree Evaluation” from eServices. The College is working hard to correct the glitches, but it is not currently reliable.
- A few common issues regarding graduation:
 - a. insufficient upper-level (300-400 level) courses – 15 courses (45 credits) are *required*.
 - b. insufficient language coursework (4 semesters required).
 - c. you haven’t taken 2 non-US, non-Europe History courses.

When can I register for classes for next semester?

- Class registration is done by order of how many credit hours you have earned so far (not counting courses you are currently enrolled in). The more hours you have completed, the earlier you can register.
- **UPDATE**: the Spring 2009 registration schedule can be found at http://www.vcu.edu/enroll/rar/registrationflyer_spring09.pdf

What classes count as “non-US” and “non-Europe” History?

- Classes on Africa, the Caribbean, Brazil, South America, China, East Asia, and the History of the Jewish People all count under this category.
- History of Russia is considered European History
- History of Film courses, NO MATTER WHAT THE SUBJECT, are considered US History (the exceptions: History of the Holocaust through Film and the History of Russia in film, which are both considered European History).
- **History of Americans from Africa is considered US History.**

Where can I find information about teaching at the secondary level?

- follow this link http://www.soe.vcu.edu/pdf/Extended_Teacher_Preparation_Handbook07-08.pdf to the School of Education’s Extended Teacher Preparation Program. It should answer all your questions.

For further information, you should get in touch with Dr. Jennifer Sherry in the School of Education. She can be reached at jlsherry@vcu.edu.

What is an Independent Study and how can I register for one?

- Independent studies are only taken very rarely in the History department. They are generally intended for Seniors who have already completed every single course in their field of interest and have plans to attend History graduate school in the near future.
- Independent Studies **must** be arranged at least a semester in advance. If you meet the above requirements, please email the faculty member closest to your subject of interest to see if they are available the next semester to direct an IS.

How do I do Honors in History?

- History majors in the BA program may earn a degree with honors in history. To qualify for this program, students must have a minimum cumulative GPA of 3.0 or a 3.0 average for their junior year, with at least a 3.3 GPA in history courses.
- You must also turn in an “Honors” history paper, in most cases, a revised version of the research paper you wrote in 490. It must be at least 20 pages in length. Inform Dr. Auerbach that you wish to pursue this option and he will give you more specific advice.

OVERRIDES

Can I get an override into a History course?

- Overrides are not handled by me, but by the Assistant to the Chair, Mr. Daugherty. They are generally given on a very limited basis. Unless you are a second-semester senior who **requires** a particular course in order to graduate, you should not expect to get an override, but should try to find a different course that fills the same requirement.
- If you want an override, and you feel that your circumstances justify one, you first need to get the written permission of the instructor teaching that class (the most convenient way is to have the instructor email Mr. Daugherty directly)
- If you **absolutely** have to have a particular course in order to graduate (i.e. you still haven't taken History 300 or a 400 level course), then contact Mr. Daugherty directly bjdaugherty@vcu.edu to set up an appointment.

Can I get an override into a non-History course?

- Dr. Daugherty handles overrides for History courses **only**. All other requests should be made to the respective departments of the course for which you are trying to obtain a seat.

COURSES AND GRADES

Why is this History course closed?

- Some history courses appear on the schedule even though we do not yet have the faculty to teach them. These are courses we *expect* to offer that semester, but cannot *guarantee* that we will offer. It is best to choose a different course for now, but keep checking the course listings at the beginning of every week. As soon as we can staff those courses, we will open them for enrollment!

My parents would like to discuss my grades, can we make an appointment?

- Although VCU realizes that supportive parents and relatives are often essential to a student's success, the right to privacy laws prohibit faculty from discussing a student's record with anyone but the student. All grades are strictly confidential. College faculty (myself included) therefore cannot meet with parents to discuss an individual student's academic performance.

GENERAL EDUCATION REQUIREMENTS

Math Requirement

- Can I place out of my math requirement?**

- Yes, you can take a math placement test. Please contact Mark Bassard in The University College (1st floor of Hibbs)

If I have taken a math course numbered *higher* than the requirement, Math 208:Statistics, do I still have to take Statistics

- No, if

Language Requirement

Are four semesters of foreign language or competency up through the 202 level absolutely required?

- Yes. But, if you took at least **three** years of the same language in high school, you can bring a copy of your high school transcript to Kevin Ferguson in the University College (1st floor of the Hibbs building) and he will give you a waiver allowing you to enroll in language at the 201 level.

GRADUATION

I am getting ready to graduate, what do I need to do next?

- You need to fill out a graduation application from eServices, print out a transcript, and make sure you have an up-to-date, accurate History Major checksheet.
- Paper-clip these materials together and turn them in to the History department as soon as possible.
- Make sure the email and phone number on the application are accurate and functioning (I will use this to get in touch with you if there are any issues with your application).
- **The Deadline for submission of Graduation Materials for the December 2008 graduation cycle is September 25.**

Common Graduation Application Issues

- 1.) Students fail to turn in all required materials. Every application **MUST** include the following:
 - a. A graduation application, with Part A filled out and part C signed and dated.
 - i. **DO NOT** complete part B, we do that for you.
 - b. A completed, up to date, accurate History Major checksheet
 - i. if you do not have one at home, blank ones are available from the History Dept. in Stagg House or from the History Department website.
 - c. The first page of your graduation checkout (which you complete on eServices)
 - i. don't forget to **COMPLETE** the checkout, don't just fill it out and print the first page!

- d. A copy of your transcript, printed out from eServices
- 2.) Students do not have the required number of upper-level (3-400 level) courses.
 - a. 15 (45 hours) are required
- 3.) Students do not have the required total credits or required History credits.
- 4.) Students have not taken 2 History classes that are neither European nor US history.

COMPLETION OF THE COMPUTER LITERACY TEST IS NO LONGER REQUIRED FOR GRADUATION!!!

~~How do I take the computer literacy test required for graduation?~~

~~-If you have not already taken the INFO course sequence (INFO 160, 161, 162), go to the following website, read the instructions, and follow the directions given.~~

~~<http://www.vcu.edu/cte/sam>~~

I still have one or two classes left to take next semester, can I still graduate this semester?

-No, you only submit your graduation materials the semester that you are actually finishing all the required coursework. But, you can "walk" (participate in the May or December Commencement Exercises) as long as you have six credits or fewer left to go. If you wish to do this, you need to complete an "intent to walk" form, which you can obtain from Suzanne Spivey in Hibbs 211. Prior to the ceremony, you will need to complete your computer literacy requirement as well.

-Again, you cannot actually graduate and receive your diploma until all necessary coursework is completed - participating in the graduation ceremony and graduating are two different things.

TRANSFER STUDENTS/TRANSFER CREDITS

I am a transfer student from another school, where do I find out what classes I have gotten credit for at VCU?

- As a transfer student, your first step should be to go to College Advising at Hibbs and setup an "intake" advising appointment. An advisor there will help you fill out your History major checksheet and determine the VCU equivalents of the courses you have taken elsewhere.

I have taken courses in the Virginia Community College System, what are there VCU course equivalents?

- consult the transfer guide at

http://www.ugrad.vcu.edu/pdfs/transfer_guide_course_equivalent.pdf

I have an Associates Degree from the Virginia Community College System. Does this mean that some of my General Education requirements for my Bachelor's Degree (the front page of my History Major Checksheet) are waived?

a. Your Assoc. degree covers the following Gen Ed requirements:

Writing
Ethical Principles
Math and Sciences
Visual and performing arts
Literature
Civilization
and
Human behavior

But you ARE still responsible for

Writing Intensive
Math & Statistics
Foreign Language
and
Urban Environment

Compiled by Dr. Sascha Auerbach, Director of Undergraduate Advising, Department of History