

# Frequently Asked Questions about Fall 2017 Advising/Enrollment for Honors College Students

## • When does enrollment for Fall 2017 begin?

Fall 2017 enrollment begins on Monday, April 3.

## • When do Honors students enroll for Fall 2017 classes?

Honors seniors and juniors will enroll on **Monday, April 3**, and Honors sophomores and freshmen will enroll on **Tuesday, April 4**.

Your classification (senior, junior, sophomore, or freshman) is based on *earned* hours; it does *not* include hours in which you are *currently* enrolled.

Freshman..... 0-23 earned hours (not including hours in which you are currently enrolled)  
Sophomore ..... 24-53 earned hours (not including hours in which you are currently enrolled)  
Junior ..... 54-83 earned hours (not including hours in which you are currently enrolled)  
Senior..... 84+ earned hours (not including hours in which you are currently enrolled)

## • How can I find out when my assigned registration/enrollment date and time are?

You can find your assigned date and time by signing into [my.tcu.edu](http://my.tcu.edu) and going to the “Student Center” section. Then click on the link in the “Enrollment Dates” box to find out exactly what time of day you can begin enrolling in your Fall 2017 classes.

Note: You must **click on the link** in the “Enrollment Dates” box in order to see the specific day **and time** that you can begin enrolling.

## • Where do I go to enroll in my classes?

You can enroll anywhere in which you have Internet access. You will enroll in your classes through the online system – <http://my.tcu.edu>. To enroll, go to your “Student Center,” and click on “Enroll.” You must wait until your assigned date and time to begin enrolling.

## • How do I know which classes to take for the TCU Core Curriculum?

You can find the TCU Core Curriculum worksheet at [http://honors.tcu.edu/wp-content/uploads/2015/04/TCU\\_CC\\_Worksheet.pdf](http://honors.tcu.edu/wp-content/uploads/2015/04/TCU_CC_Worksheet.pdf).

You can find a list of ALL COURSES that TCU has approved to count toward the TCU Core Curriculum at <http://www.reg.tcu.edu/docs/tcucc.pdf>.

You can print your **Degree Progress Core Report** by going to the “Student Center” section of my.tcu.edu. First, **turn off your pop-up blockers**. If you are using a Mac, you should use the **Firefox browser** instead of Safari. In the “Academics” section, you will see a drop-down menu under “Path to Graduation” on the left side of the screen. From that drop-down menu, select, “My Degree Progress Core Report.” Click the green “go” button. It will take a few minutes for the system to generate the report. A new tab/window will open, and it will say, “Queued,” then

“Processing.” Then it will say, “Success.” Eventually (it may take several minutes), the Degree Progress Core Report will appear. (Reminder: before it appears, it will show that it is “queued” and “processing.”) Again, before attempting to create the report, make sure you have **disabled your pop-up blockers** and that you are **not using Safari** as your browser.

The Degree Progress Core Report lists all of the classes you have completed (including transfer and AP classes) as well as the ones in which you are currently enrolled. It also shows you which TCU Core Curriculum requirements you have fulfilled.

## • How do I know which classes to take for my major/minor?

The degree requirements for all majors/minors are listed in the *TCU Catalog*: <http://www.catalog.tcu.edu/>. *It is essential that you meet with an academic advisor in your major department to discuss specific requirements, policies, and procedures for your major.*

## • What if I want to change my major? (Or drop a major or add/drop a minor?)

You can request a change of major online at [my.tcu.edu](http://my.tcu.edu). Go to your “Student Center,” and then click on “My Academics” in the left menu. Then click on “View Change of Major/Minor.” Complete the online form. Be sure to check the box at the bottom of the page after you have completed the form. Then click the “Save” button to submit your request. Your online request to change your major or add a minor will be sent to the appropriate academic dean’s office for approval. You will receive an e-mail to notify you of whether or not the dean’s office approved your request. Some majors require a very specific application process.

## • Where do I find a listing of the courses that will be offered in Fall 2017?

The Fall 2017 courses will be listed on the online Class Search: <https://classes.tcu.edu/>. The Registrar’s Office will post the Fall 2017 Class Search in mid-March 2017.

## • When using the online Class Search, how do I find Honors classes?

To find Honors classes on the online Class Search, use the “Class Attribute” drop-down menu and select either “Honors: Cultural Visions Classes,” “Honors: Colloquia Classes,” or “Honors Classes.” The section numbers for Honors classes always begin with “6” (e.g., 615). Also, the word “Honors” will usually, but not always, be in the class title.

## • Do I have to meet with an academic advisor before I can register for Fall 2017 classes?

If you are a first- or second-year student, yes, **you must meet with an advisor from your major department** before you can register for Fall 2017 classes. All first- and second-year students will have an advising hold placed on their student account. To have the advising hold removed, you must meet with an **academic advisor from your major department**. Your assigned departmental academic advisor’s name is posted in the “Student Center” section of [my.tcu.edu](http://my.tcu.edu) (in the “Advisor” box).

Third and fourth-year students sometimes have advising holds on their accounts. Even if you do not have an advising hold on your account, it is still a very good idea to meet with your departmental academic advisor. S/he will help you understand your degree requirements and stay on track toward graduation.

## • How do I know who my academic advisor is?

You can find the name of your assigned academic advisor in your “Student Center” in [my.tcu.edu](http://my.tcu.edu). It will be in the blue box labeled, “Advisor.” If the section is blank, that means that your academic department has not yet assigned an advisor to you. In this situation, you should contact your academic department (i.e., your major department) and request that they assign you an academic advisor.

## • What if I have two or three academic advisors?

If you have two majors, then you will have two academic advisors – one for each major. As an Honors student, you also have an Honors academic advisor. If you are an athlete, you will also have an athletics academic advisor.

It is important that you periodically meet with all of your academic advisors because each one is an expert in his/her particular area. Your major advisor(s) can help you stay on track in your major area(s). Your Honors academic advisor can help you stay on track with your Honors requirements. Your athletics advisor will help you keep your athletic eligibility.

## • I earned AP credits (or IB credits), but they are not showing up on my TCU transcript/Degree Progress Core Report. What should I do?

First, you should contact the [TCU Registrar’s Office](#) in the basement of Sadler Hall. You need to find out if they received your AP score report from the College Board (or your IB exam score report).

If they did not receive your College Board AP score report, then you will need to contact the College Board (<https://apscore.collegeboard.org/scores/score-reporting>) and request that they send a score report to the TCU Registrar’s Office:  
TCU Box 297004  
Fort Worth, Texas 76129

## • I earned transfer credits/dual credits/concurrent enrollment credits before coming to TCU, but those credits do not show up on my TCU transcript/Degree Progress Core Report. What should I do?

First, you should contact the [TCU Registrar’s Office](#) in the basement of Sadler Hall. You need to find out if they received your academic transcript from the college/university where you took the transfer/dual credit/concurrent enrollment courses.

If they did not receive your college/university transcript, then you will need to contact that college/university and request that they send an *official transcript* to the TCU Registrar’s Office:  
TCU Box 297004  
Fort Worth, Texas 76129

## • Can I take transfer courses in the summer?

Once at TCU, students are allowed to transfer a **maximum of 12 credit hours to TCU**. Those 12 credit hours do NOT include credits that you earned PRIOR to your first semester at TCU. So if you earned AP/IB credits or dual credits (or concurrent enrollment credits), those credits do NOT count toward the 12-hour maximum.

You may take transfer courses at a *community college/two-year school* until you have reached junior standing, which is 54 earned credit hours. Once you are a junior ( $\geq 54$  earned hours), you are not allowed to take transfer courses at a community college/two-year school.

Once you are a junior ( $\geq 54$  earned hours), you **CAN** take transfer courses at a **four-year college or university**.

You must get PRIOR approval from your academic dean to take transfer courses. You need to complete the online Transfer Credit Request form PRIOR to taking the transfer courses.

Use the drop-down menu in your “Student Center” on [my.tcu.edu](http://my.tcu.edu) to access the Transfer Credit Request form. See below.

#### Path to Graduation

choose a link... ▾ »

other academic... ▾ »

Use this drop-down menu in your Student Center on [my.tcu.edu](http://my.tcu.edu) to access the online Transfer Credit Request form.

### • How do I know which classes will transfer to TCU from the other school?

If it is a community college in Texas, you can use the Texas Common Course Numbering system. Refer to [https://admissions.tcu.edu/wp-content/uploads/2016/07/TransferCoreGuide\\_Gen.pdf](https://admissions.tcu.edu/wp-content/uploads/2016/07/TransferCoreGuide_Gen.pdf) or <http://www.acs.tcu.edu/docs/2015%20Texas%20Community%20College%20Course%20Numbers.pdf>.

If you want to take transfer classes at a four-year school in Texas or a school outside of Texas, you will need to look for a class that has the same title (or a similar title) to the TCU course.

For example, TCU offers a course entitled, “General Psychology.” Another school might have the same (or similar) course, but they might call it “Introduction to Psychology.” You should go to that school’s web site and find the course description for the class that you want to take. Print the course description and show it to your academic advisor. S/he will help you determine if it is an equivalent course. You should also submit the course description when you submit your online Transfer Credit Request form to your academic dean. (See above for explanation of the online Transfer Credit Request form.)

### • Can I take classes that count toward my major at another school?

You need to discuss this with your departmental/major academic advisor. Some departments will allow you to take major classes at another school, and some will not.

### • Can I take Core Curriculum classes at another school?

**Yes**, you can take Core Curriculum classes at another school, **EXCEPT** for the following requirements:

- Cultural Awareness (CA)
- Global Awareness (GA)
- Citizenship/Social Values (CSV)
- Writing Emphasis I and II (WEM)

You must take the **CA, GA, CSV, and WEM requirements at TCU (or abroad with TCU professors)**. You may take any other Core Curriculum classes at another school. Once you are a TCU student, you must receive permission from your academic dean prior to taking transfer classes. See above for explanation of the online Transfer Credit Request form.

### • Can I take an online course at another school and have it transfer to TCU?

Typically, it is fine to take an online course at another school, as long as you take it at an accredited college or university. You must still follow all of TCU’s transfer policies (see above).

- **I would like to take 18 hours for Fall 2017. May I enroll in 18 hours?**

Yes, but you must wait until the **first day of the semester to do so**. Until that time, you may enroll in up to 17 hours. The computer system will prohibit you from enrolling in more than 17 hours until the first day of the Fall 2017 semester (Monday, August 21, 2017). **\*\*You do NOT need your dean's permission to enroll in 18 hours.**

- **I would like to take 19 or more hours for Fall 2017. How do I sign up for 19 or more hours?**

To enroll in 19 or more hours (i.e.,  $\geq 19$  hours), **you must get permission from your academic dean**. Even with your dean's permission, you still have to **wait until the first day of the semester** (Monday, August 21, 2017) to enroll in hours totaling more than 17. Until the first day of the semester, the computer system will prohibit you from enrolling in more than 17 hours. Once the semester begins, you should contact your academic dean to request permission to take  $\geq 19$  hours.

TCU charges a flat tuition rate when you take 12-18 credit hours. If you take more than 18 credit hours in a given semester, you will have to pay for each additional credit hour over 18.

- **Will my band/ballet/guitar/painting/photography class fulfill the TCU Core Curriculum Fine Arts requirement?**

No. To fulfill the Core Fine Arts requirement, you must take a 3-credit hour survey/theory course that focuses on the relationship between the arts and society. Course offerings include *Dance in World Cultures*, *Introduction to Creative Writing*, *Survey of Music*, *Survey of Jazz and Pop Music*, *World Music*, *From Rock to Bach*, *Introduction to Film Music*, *Survey of Theatre*, *Survey of Musical Theatre*, *Survey of Film*, and *Introduction to Art History*, among others. One Studio Art class was recently approved to count toward the TCU Core Fine Arts requirement: ARST 10133 – *Three-Dimensional Design*.

- **How many Honors classes should I take each semester?**

It is important to periodically meet with your Honors College academic advisor so that you can discuss the best way to fit your Honors requirements into your academic plan.

All students in their **first semester** in the Honors College are required to enroll in an Honors course as designated by a 600-section number. After that, students are expected to make consistent progress by *engaging in the Honors curriculum each semester until they have completed Lower-Division requirements*. On average, you should take 1-2 Honors classes per semester.

A student who is not engaged in the Honors Curriculum – i.e., taking a 600-section class, studying abroad, participating in the Contemporary Reading Symposium (CRS), and/or pursuing an Honors Enrichment Contract – for two consecutive semesters will be dismissed from the Honors College.

If a student has been dismissed due to not engaging in the Honors Curriculum, but s/he wishes to continue pursuing Honors, then s/he will need to set up an appointment with an Honors academic advisor in order to create a plan and timeline for completion of remaining Honors requirements.

- **How many Honors classes do I need to take to complete Lower-Division Honors?**

You need to fulfill five requirements to complete Lower-Division Honors, including two Honors Cultural Visions courses (and/or an approved study abroad experience) and three Honors Elective courses (and/or the Contemporary Reading Symposium, an Honors Enrichment Contract, and/or a score of 5 on an AP test or a score of 7 on a HL IB test).

## • Are there additional ways, besides taking Honors classes, that I can fulfill Lower-Division Honors requirements?

Yes. You can earn one Honors Elective by having an **AP exam score of 5 or IB HL exam score of 7**. After receiving approval from your Honors academic advisor and the Honors College Curriculum Committee, you can earn one Honors Elective by setting up an Honors Enrichment Contract in a non-Honors class. Also, upon acceptance to the CRS program, you can earn one Honors Elective by participating in and completing the non-credit **Contemporary Reading Symposium (CRS)**. You can do each of these once for an Honors Elective.

You can fulfill your Honors Cultural Visions by participating in an approved **study abroad program**. A summer study abroad program fulfills one Honors Cultural Visions requirement; a fall or spring program fulfills two Honors Cultural Visions requirements. The Honors Abroad programs (Cultural Routes, Cultural Pathways, Cultural Pilgrimages, etc.) fulfill one Honors Cultural Visions requirement. Approved study abroad programs include the following: TCU Programs, Partner Programs, and Honors Abroad. See <http://studyabroad.tcu.edu/> for details about TCU Study Abroad Programs and Partner Study Abroad Programs, such as [CIEE](#) and [IES](#).

## • What are the GPA requirements to remain an active member of the Honors College?

For the first two years, the Honors College minimum GPA requirements are the same as TCU Freshman Academic Scholarship GPA requirements.

--End of first year..... 3.000 minimum

--End of second year..... 3.250 minimum

--End of third year ..... 3.400 minimum

--End of fourth year ..... 3.500 minimum

To complete Upper-Division Honors and to graduate as an Honors Laureate, students must have a cumulative GPA of at least 3.500.

## • By when must I complete Lower-Division Honors requirements?

The short answer is that you must complete your Lower-Division Honors requirements by graduation. Many students complete Lower-Division requirements by the end of their second year; however, this timeline is flexible, depending upon an individual student's situation. Some students take their final Lower-Division Honors course during their third or even fourth year. It is important to meet with your Honors academic advisor to set up a plan that fits with your degree requirements.

## • May I begin Upper-Division Honors even if I haven't finished Lower-Division Honors yet?

Yes, you may begin Upper-Division Honors even if you haven't finished Lower-Division yet. You should discuss your plans with your Honors academic advisor to make sure you are on the right track.

## • Regarding Upper-Division Honors, what are my options?

You may pursue **University Honors** (four Honors Colloquia), **Departmental Honors** (research or creative project and thesis), or both University Honors and Departmental Honors.

To complete University Honors, students take four Honors Colloquia (12 hours of HSPR and/or HCOL).

To complete Departmental Honors, students complete a research or creative project and a paper (i.e., the Senior Honors Thesis) in their major discipline under the guidance of a faculty committee. With special permission, a student may complete Departmental Honors in his/her minor.

## • When should I begin Upper-Division Honors?

Students pursuing University Honors usually begin in the fall of their third year. Students pursuing Departmental Honors usually begin their project in the spring of their third year. These timelines are flexible, depending on individual students' situations.

If you think you want to pursue Departmental Honors (the creative or research project), you should begin discussing this with faculty members in your major department during your sophomore year.