

Advising FAQs

Below is a list of frequently asked advising questions. Please use this as a reference, but continue to encourage students to meet with their academic advisors when an issue or concern occurs.

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How many hours are needed to graduate from my major?

- A degree from East Carolina University comprises a minimum of 120 semester hours. A minimum of 30 semester hours and at least one-half of the total hours required in the major discipline must be completed through enrollment in ECU.
- Note that many degrees require more than ECU's minimum. To find specific graduation credit requirements for a major, students must refer to the undergraduate catalog online: <http://www.ecu.edu/cs-acad/ugcat0809/UndergradMajors.cfm>.

How many hours of foundations curriculum (FC) are required for graduation?

- 42 hours are required in all majors under the following disciplines:
 - English 1100 and 1200 (FC:EN)
 - 8 hours of Science (FC:SC), one course must include laboratory work
 - 3 hours of Mathematics (FC:MA)
 - 12 hours of Social Sciences (FC:SO)
 - 10 hours of Humanities (FC:HU) and Fine Arts (FC:FA), at least one course from each area is required
 - 3 hours of Health (FC:HL) and Exercise and Sport Science (FC:EX), one course in each area is required
- Courses that fall under certain FC disciplines are identified in the undergraduate catalog with the notations as listed in the parenthesis above.

Does remedial math count towards my foundation curriculum (FC) requirements?

- No, it does not. This course also does not count towards your graduation credit requirements. It will however affect your GPA.

How many writing intensive semester hours are required for graduation?

- 12 semester hours, including ENGL 1100, ENGL 1200, one writing intensive course in your major, and one more of your choice (unless you have more than one writing intensive course in your major).
- It is easiest to choose to take your "choice" writing intensive course as one of your foundation curriculum (FC) requirements. Many English literature courses that fulfill your humanity FC requirement are also writing intensive.

How can I tell if a course is writing intensive?

- In Self Service Banner, a course is classified as writing intensive under the "Course Attribute" column when looking up courses.

Personal Information Student Financial Aid Faculty Services Employee

Search

RETURN TO MENU SITE MAP HELP EXIT

Look Up Classes B00170702 Jennifer K. Abbott
Fall 2009
Jul 29, 2009 06:12 pm

Select the box in front of the CRN (C identifies a closed class) and choose Register or Add to Worksheet.
Note: In the DAYS column, "R" represents "Thursday".
Note: TBA = No meeting time assigned - check campus code to verify if DE(650) or Main Campus(008) class.

Sections Found

English

Select	CRN	Subj	Crse	Sec	Cmp	Cred	Title	Days	Time	Cap	Act	Rem	XL	XL	XL	Instructor	Date (MM/DD)	Location	Attribute
<input type="checkbox"/>	82221	ENGL	2000	001	008	3.000	Interpreting Literature (WI)	MWF	11:00 am-11:50 am	25	25	0	0	0	0	David Wilson-Okamura (P)	08/25-12/17	BATE 01007	Cultural Diversity Requirement and Humanities Requirement and Writing Intensive Requirement Cultural
<input type="checkbox"/>	82223	ENGL	2000	002	008	3.000	Interpreting Literature	TR	02:00 am-02:15 am	25	25	0	0	0	0	Robert J. Sigel (P)	08/25-12/17	BATE 01008	Cultural

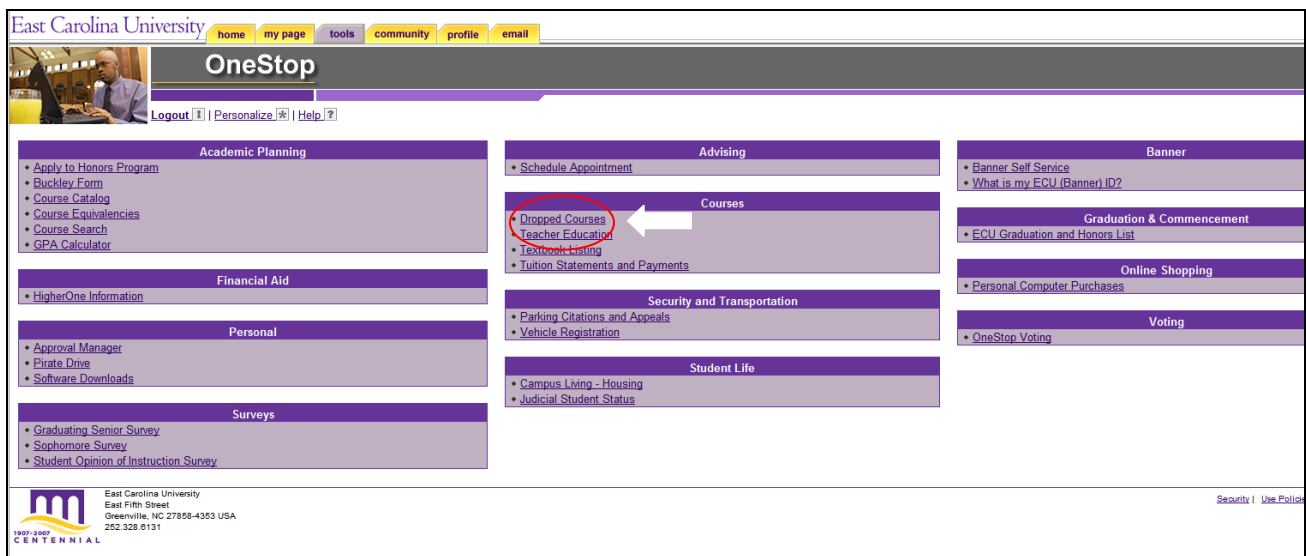
- They are also noted in the catalog with (WI) or (WI*). PLEASE NOTE that if a course is noted as (WI*) – with an asterisk – in the undergraduate catalog then this course could or could not be writing intensive. Students must verify its writing intensive credit in banner!

When can I change my schedule without having the drops count against me?

- The first 5 days of classes students may adjust their schedule (drop/add courses) without penalty.

How many university drops were assigned to me when I entered ECU?

- Typically new students have 4 university drops that they may use throughout their years here at ECU. Transfer students, however, who begin at ECU closer to their graduation date than other new students may have less. ECU assigns one drop to students for every 30 semester hours of classes left to take towards graduation (for example: 0-29 hours earned, you are allowed 4 drops; 30-59 hours earned, 3 drops, etc...). Drops not used will roll forward to the following term.
- Students may view drops used and how many drops they have left on OneStop under the “Tools” tab by inputting their banner ID.



How do I take advantage of the university drop policy?

- Students must see their advisors to utilize one of their university drops.
- A form is filled out with the advisor and then submitted to the Registrar’s Office by the student before the semester deadline has passed. This deadline is at 40% of the semester, and students may find the date for this deadline by referring to the university academic calendar online: <http://www.ecu.edu/fsonline/senate/fscalend.cfm>.

May I drop a class after 40% of the semester has passed without special permission?

- No, students must drop a course using one of their allotted university drops before this deadline has passed.

How many grade replacements am I allowed and which classes can be replaced?

- Students have 3 grade replacements.
- Students may grade replace freshman (0000/1000) and sophomore (2000) level classes in which they received a grade of D or F. PLEASE NOTE that if you would like to grade replace a course you received a grade of D in, you will need to see your advisor for assistance with registering for this course again.

How do I take advantage of the grade replacement policy?

- Make sure that you have NOT completed a course for which the initial course is a prerequisite. Course prerequisite information can be found in the online catalog or on OneStop. Once you have confirmed that you have not completed a course for which the initial course is a prerequisite, sign up to retake the class you wish to grade replace. After signing up to retake the class, complete a grade replacement form found in our center's resource room or on our website under Registration Info – Frequently Used Advising Forms. This form must be submitted to the Registrar's Office before the last day of class the semester you are retaking it.

How long is my ECU catalog valid?

- It is valid for 5 years.

What are pre-requisites?

- Courses required to be successfully completed before taking another course.

What are co-requisites?

- Courses required to be taken with another course (for example: labs).

What's the maximum full time load allowed without special permission during the semester?

- Students may take 18 hours without special permission during the fall/spring semesters. Over the summer, students may take 7 hours each summer term or a maximum of 14 hours without special permission. Permission is granted only to students who have earned a cumulative grade point average (GPA) of 3.0 or higher.

What constitutes a full time load?

- A minimum of 12 semester hours. One should take an average of 15 hours a semester in order to graduate in 4 years.

How many earned hours must I have to be a sophomore? a junior? a senior?

- Sophomore: 30 earned hours
- Junior: 60 earned hours
- Senior: 90 earned hours

What do the following initials mean next to the courses in the undergraduate catalog?

- FC:FA Course Counts towards Foundations Curriculum Fine Arts
- FC:SO Course Counts towards Foundations Curriculum Social Science
- FC:SC Course Counts towards Foundations Curriculum Natural Science
- FC:HU Course Counts towards Foundations Curriculum Humanities
- (WI) & (WI*) Writing Intensive course; the asterisk means only certain sections are writing intensive.

What GPA will I need to graduate?

- A minimum cumulative GPA of a 2.0 or higher is required. However, many degrees will have a higher requirement so students must refer to the undergraduate catalog online: <http://www.ecu.edu/cs-acad/aa/SrchCatalog.cfm> (note: students must reference the catalog they began their major with).

Is a student with a cumulative GPA of less than 2.0 considered in academic difficulty?

- YES!

What is the advising/registration process?

- First, you will refer to your checksheet/4 year plan and determine which courses you want to take next.

- Next, schedule an advising appointment with your advisor. All advisors use different methods to schedule their advising appointments during this time – make sure you know the preferred method for your advisor.
- During your advising appointment, you will discuss classes you need to move toward declaring your major and graduation. You should also discuss classes needed to get into certain graduate programs if that is your destination. Before you leave, you will receive your registration code from your advisor. Please note that your registration code changes each semester and it is what you will need to access drop/add on Banner Self Service when your registration window opens! Keep your registration code somewhere you'll remember it so that in the future you may reference it when you need to.
- After meeting with your advisor and before your registration window opens, it is helpful to create a “mock” schedule. Begin by looking up courses in Banner Self Service. Identify the courses you would like. Since you cannot predict with certainty that a course will remain open by the time you are able to register, students should also identify alternative courses.
- When your registration window opens, access Banner Self Service to register for courses.

How may I find out who my advisor is?

- If correctly assigned to an advisor, you may find out who your advisor is by looking in Banner Self Service under the ‘STUDENT’ tab. Look under ‘STUDENT RECORDS’ and then ‘VIEW STUDENT INFORMATION.’
- If an advisor is not listed, you may determine who your advisor is by contacting the Academic Advising and Support Center at 328-6001. Please note that you will need to know what you major is when you call.

How may I schedule an appointment to meet with my advisor?

- All advisors use different methods to schedule their advising appointments – make sure you know the preferred method for your advisor. Students may find this information out by contacting their advisor through email. Commonly advisors will use the following methods to schedule their appointments:
 - By calling their Advising Center and scheduling an appointment with their assistant. If you do not know this number, you may contact the Academic Advising and Support Center at 328-6001 for this information.
 - By making an online appointment using the advising appointment tool on OneStop. Not all advisors have this option available for their advisees.
 - By sending an email to request an appointment.

What do I need to bring to the advising appointment that I schedule with my advisor?

- Bring your major checksheet/4 year plan. Use this sheet to mark off classes you have taken and are currently taking, as well as, to decide what classes you want to take in the future. Also bring a list of classes you would like to take for the next term. Students may also want to write down and bring a list of questions they want to ask during their appointment.

How may I register?

- Registration is done online only, using OneStop to access Banner Self Service. Students will need to use their 6-digit registration code to access the registration drop/add window in Banner. Students may reference <http://www.ecu.edu/cs-hhp/advising/upload/How-to-Register-on-Banner.pdf> for help.

When may I register?

- The Registrar’s Office provides a schedule that shows what day and time you can register based on how many credits you have successfully completed, which does not include the courses you are currently taking. Click here for this schedule: <http://www.ecu.edu/cs-acad/registrar/RegSched.cfm>.

I'm having trouble registering for a class, who do I contact?

- If you have difficulty registering for any of your CORE major courses, contact your advisor. Please include your name, BANNER ID, the CRNs of the sections you are having difficulty with, and the registration error message you are getting in your email and your advisor will try to help you as soon as possible.
- If you are having difficulty registering for courses other than your CORE major courses, you must contact those departments (some contact info is listed below) for assistance as only they can override and make decisions about their courses. **BEFORE YOU CONTACT THESE DEPARTMENTS, make sure that you are eligible to register for this course by verifying that the error message you are getting is not valid** (e.g. it lists 'PRE-REQUISITE & TEST SCORE" for the error, and after checking the undergraduate catalog you know you have successfully completed all requirements)!

ANTH	328-9452	FLANAGAN 231
ART	328-6140	JENKINS
ATEP	328-4645	BELK ANNEX
BIOL	328-6718	N 108 HOWELL SCIENCE COMPLEX
BITE	328-6983	BATE 2318
CHEM	328-9700	SCIENCE AND TECH 300
CDFR	328-2521	RIVERS 142
COMM	328-1084	JOYNER EAST 102
DNCE	328-6390	MESSICK 108
ECON	328-6006	A-427 BREWSTER
EDUC	328-0067	SPEIGHT 204
ENGL	328-6041	BATE 2201
ETHN		BATE 1002
EXSS	328-4645	BELK ANNEX
FINA	328-6670	BATE 3420
GEOL	328-6360	GRAHAM 310
GEOG		A-227 BREWSTER
HIST	328-6496	A-313 BREWSTER
HLTH	328-4645	BELK ANNEX
MATH	328-6461	AUSTIN 124
MGMT	328-6836	BATE 3106
MKTG	328-6368	BATE 3414
POLS	328-1058	A-127 BREWSTER
PSYC	328-1369	104 RAWL
RCLS / RCTX	328-4645	BELK ANNEX
SOCI	328-6193	A-416 BREWSTER
SPAN	328-6232	BATE 3327
SPEL	328-0067	SPEIGHT 204
THEA	328-6390	MESSICK 108

I have a HOLD on my account, what do I do?

- First, view holds in Banner under your Student Records.

- Next, contact the appropriate department to take care of it. Contact the Advising Center for department contact info if it is not listed. NOTE that no one, not even your advisor, can make adjustments to your schedule until all holds have been taken care of and removed from your record.

What do I do if a class is closed?

- NO department will special add students to a closed class during pre-registration! Choose an alternative class. PLEASE NOTE students will be changing their schedules throughout the semester. Keep checking online in Banner to see if something opens.
- Several classes may open at the following times:
 - After grades and standings are processed by the Registrar's Office, students who have been suspended for the following semester will be dropped from their schedule. Courses will likely open up.
 - After tuition/fees are due are due for the upcoming semester, students will unpaid balances left on their accounts will be dropped from their schedule. Courses will likely open up.

How do I request special permission to be added to a course?

- This is ONLY for extreme circumstances when alternative courses are unavailable.
- To obtain special permission, students must email the instructor to inquire about being added. Please include your name, BANNER ID, course name/section #, and the CRN # for the section you would like to be added to in your email. If the instructor replies back saying it is okay for you to be added, forward this response to your advisor to be added. NOTE that you may be told to contact the department for this approval (please see above for contact info).

How do I register for a lab or co-requisite course?

- To register for a lab or co-requisite course, you must register for both courses simultaneously to avoid getting a banner error. There are several ways to do this:
 - In the "Add Classes Worksheet" enter in the CRNs for both courses, then press "submit changes" to register.
 - When looking up courses, click "add to worksheet" versus "register" until both CRNs are listed in the "Add Classes Worksheet." Press "submit changes" to register.
 - When looking up courses, type in the course number partially so that what you have entered is the same for both the course and the lab (example: for CHEM 1150 and 1151, type in 115 for the course number). This will search for both the course and the lab. Register for both courses.

When do I register for summer classes?

- Register for summer classes during the spring pre-registration period at the same time you register for fall classes.

May I take summer classes at another school and transfer them to ECU?

- Yes, but under certain guidelines:
 - a) Must have a 2.0 cumulative GPA at ECU.
 - b) You cannot grade replace a course or retake a course you failed at ECU at another school.
 - c) Approval will not be granted if the student is ineligible to return to ECU due to disciplinary problems.
 - d) Permission must be acquired from the Registrar's Office, and you must see your advisor to start this approval process.
 - e) Turn in the transcripts of the completed course to the Registrar's Office immediately after completing the course. Courses in which a grade of D or F was awarded will not transfer back to ECU. Grades (and quality points) do not transfer, only credits.