

Department of Building Construction

Blacksburg, Virginia 24061

540/231-5017 Fax: 540/231-7339

www.bc.vt.edu



*College of Architecture
and Urban Studies*

2009-2010
Frequently Asked Questions
Undergraduates
Faculty Advising

A. What do I need to do if I have questions about my schedule and classes?

Students need to seek out their assigned advisors for these concerns. An email is preferred to set up an appointment. You can find out who your advisor is by logging into HOKIESPA or by asking the department administrative assistant.

B. In what classes do I have to get a C- or better?

The department of Civil and Environmental Engineering requires that all classes used as prerequisites to their courses must have a C- or better grade. The following are classes required for BC majors as prerequisites to CEE required courses and require a C- or better grade: **BC 1224, Math 1206, Math 1224, ESM 2204, and GEOS 2104.** For the Construction and Design Option a C- or better is required in CEE 3404.

C. Can I graduate early if I take summer classes?

The only time a student can accelerate their graduation date is if he or she is in the first year and plan to take BC 2014 over the summer. This will allow the student to take BC 2024/2064 in the fall and enter our second cycle which accelerates his or hers schedule one semester (assuming all other required classes will be completed.) Please note that a student must satisfy prerequisite courses in order to advance in the curriculum and there are no exceptions made.

D. I have a lot of transfer credits, can I use them in place of something?

As his advisor, you can view his transfer classes on HokieSPA the Faculty Advisor Student Menu under the Student Schedule and Grades Menu, Unofficial Transcript. Those classes shown on his or her transcript are classes that have equivalents at Virginia Tech. If he or she took classes that did not have equivalency at Virginia Tech, he or she will need to fill out a SPECIAL CASE FORM found outside Ursula's office to make a case that a class should have transferred. If a student has classes that transferred and that are not currently counting toward something in the major he or she can choose to use the credit as elective credit, Directed Elective credit, or as an Area 6, 7, or 2. Approved classes in these areas can be found at <http://www.cle.prov.vt.edu/guides/>. *Note a class can only be used once so it cannot be used as an elective credit and as satisfying an Area requirement.

E. I hear this class is not being offered, what should I take if I'm graduating this year?

Students should map out a plan of study with you. If a class is not being offered in the time in which the student had planned to take it, discuss if classes can be rearranged. If there is no alternative schedule for this student and he or she must take a class in a term when it is not offered then you can recommend an alternative class to substitute. The student must fill out a SPEICAL CASE FORM found outside Ursula's office and have it signed by both you and the department head.

F. I took all the classes I was supposed to take but my DARS still says I'm missing classes. What's wrong?

The DARS (Degree Audit Report System) functions off the official BC check sheet on file with the registrar. If changes are made from year to year in which students have taken classes in place of other classes that deviate from the check sheet, he or she must fill out a substitution form. The form can be found outside Ursula's office and a student is to list all the classes taken in the left column and the class for which it substitutes in the right column. Forms must be signed by the department head for approval. Another issue that may be making the student's DARS incomplete is that he or she has not declared an option (DREC/CD). The option designator form can be found outside Ursula's office and must be signed by an advisor. If a student chooses to do both options, he or she must fill out two substitution forms as if they were two different degrees. For example, if a student took BC 3124 which is required for the DREC option he or she would not need to list that class on the substitution form. However, for the CD option BC 3124 is a Business Elective and must be designated on the form as such.

G. What is the difference between an elective and a directed elective?

A free elective is any credit not being used toward any other requirement in the check sheet (this can be high school Advanced Placement (AP) credit or transfer credits.) The directed elective is meant to be a class that is chosen in conjunction with an advisor. It is designed to force the student to talk to you and explain his or her interests. Then you can suggest classes on campus that he or she can take in the interest area. However, the student really can take any class he or she wants. The class chosen must be determined as his or her Directed Elective by using a substitution form found outside Ursula's office and he or she should list the elective class taken in the left column and write "Directed Elective" in the right column. The free elective automatically populates in the Free Elective section of a student's DARS and does not require a form.

H. What if I want to take a class at community college, how will I know it will transfer?

Students should always consult the Transfer Equivalency Database to see if a class will transfer before enrolling in the class <http://www.registrar.vt.edu/tranguide/>. If a class is not listed in the database then a student should not take the course. To make sure the course will transfer it is best that a student fill out the Take Courses Elsewhere Form found outside Ursula's office and have you check the database to make sure it is the right class. If a student has that form signed, it should ensure him or her of a transferred class. The database is reviewed and updated every year and sometimes classes are not equivalent from year to year. The form being signed will lock in that class so when a student returns to campus he or she can still receive credit despite changes to the database. *Note a student must receive a C or better at community college for the class to transfer. Transferred classes are not given a letter grade on a student's transcript; the class will show as a "T" indicating transferred credit.

I. I want to change majors to X what do I need to do?

If a student wants to leave BC he or she must first consult the new major to receive a signed change of major form. When the student comes to receive your signature on the form please inform him or her that he/she must then take it to the dean's office in Cowgill for signature. Before he/she leaves your office, make a copy of the form and give it to Ursula so she can begin to prepare a file transfer for the student and remove him or her from our listserv.

J. When and how do I do my DARS?

A student can run a Degree Audit Report anytime. He or she must enter HokieSpa then click Degree Menu and follow the links. It is wise for a student to complete the Application for Degree by his or her junior year. It is a good idea to also view <http://www.registrar.vt.edu/graduation/> for up to date graduation information and http://www.registrar.vt.edu/graduation/ug_grad_policies.php for graduation policies.

K. If I need to withdraw from a class what do I need to do?

Students are able to drop a class up until the drop period ends (usually the second week of classes.) If the drop period has passed a student must use his or hers 6 drop credits to withdraw from a class without penalty. The 6 credits is all a student gets so if he or she wants to drop Physics which is 4

credits, he or she only has 2 credits of drop credit left. The withdraw form is found outside Ursula's office and must be taken to the dean's office by the last Friday of classes. The student is given a "W" grade and the class will stay on his or her transcript. The "W" does not factor into the GPA. When withdrawing from a class, the student is not dropped from the class. So if a student is enrolled in 12 credit hours and withdraws from a 3 credit hour class, he or she will not drop down to 9 credit hours. He or she will remain in the 12 credit hours and simply receive the "W" grade.

L. What happens if I'm on academic probation/suspension?

Review the policy at Academic Eligibility Policy

<http://www.undergradcatalog.registrar.vt.edu/0809/acapolicies/index.html>

M. How do I force add a course?

Each department has a different force add policy. If a class is outside of BC, the student must seek the policy of the home department for that class. For example, the math department has dates and times where students can request force adds. The student must fill out a force add form for each class. If a student want to get into a BC class he or she must fill out the form and then check with Ursula/Dannette to receive the most updated status of the class and to check that the student is eligible to take the class. Once signature is received from the department rep, the student can approach the instructor to receive a signature and entry into the class. The form must be returned to Dannette/Ursula for entry.

N. What do I do if I need to take 20 credits or more?

A student can take up to 19 credits. If more credits are desired he or she must fill out an overload form found outside Ursula's office. To qualify for an overload, a student must have a cumulative GPA of 2.5 or be a senior. The Dean's office, after consultation with the department, may request a meeting with the student. A student will be notified in writing about the approval/denial to take more credits.

O. How do I apply for the Real Estate Minor?

A student must fill out an application for the Real Estate Minor using the form found outside Ursula's office. The form must be taken to Pamplin for processing.

P. I signed up for Summer Session I but I changed my mind. The system won't let me drop the class. What do I do?

If a student signs up for a term, he or she is enrolled and the system won't let the student be removed from the term unless he or she submits a Resignation Form to the registrar's office. If the first day of class for that term has passed, the student must receive a dean's signature to resign.

Other notes

- a. The Federal Education Rights to Privacy Act (FERPA) requires that a student designate people who are able to access his or her files. If a parent calls you, it is not legal to speak with him or her unless clearance is given by the student. If a FERPA form is not on file for that student please notify Ursula. Until the parent is cleared by the student, you are not to disclose any information.
- b. Here is a list of Academic Support Services at Virginia Tech
<http://www.caee.vt.edu/attachments/Academic%20Support%20Services%200809.pdf>
- c. If a student wants to reserve a space in Bishop-Favrao Hall, he or she must get approval by filling out a Reservation form found outside Ursula's office.
- d. Building Cultures will not be offered this year. Students are able to use an Area 2 class to substitute. It is recommended the student take IDS 2114 or IDS 2124.