Key Links and Information for Faculty Advisors: 2017-2018

Getting Started

2017-18 Academic Calendar

University Disability, Non-Discrimination, and Privacy Statements: see page 3.

Deans and Associations

College Administrative Support Staff in Monroe Hall

General Academic Support

Other Sources of Advising Help

Fall Orientation Schedule (Wahoo Welcome)

Advice from the Deans: Connecting College, Advising, and Career

Requirements & Advice

Degree Requirements, See also pages 4-11.

UVA Area Requirement Checklist

Course Selection & Creating a Schedule

Direct from the Deans: Things Every Faculty Advisor Should Know; see page 15

Advising Special Student Populations
   Students for Health, Law, and Business Professions, page 17, below
   International Students, page 22, below
   Students with Learning Weaknesses, page 23, below
   Transfer Students, page 26, below

Transfer to other U.Va. Schools

Other Information (Alphabetical)

Advanced Placement (AP) Exam Credit
International College-level (IB) Exam Credit

Chemistry Course Options for First-Year Students

CHEM 1810- Principles of Chemical Structure (Accelerated), and CHEM 1811- Principles of Chemical Structure Laboratory (Accelerated) in the Fall semester, then CHEM 1820/1821 (accelerated organic chemistry I, lecture and laboratory) in the Spring semester. These courses are recommended for students that have completed advanced chemistry courses (AP/IB) in high school, and obtained a high score on the AP/IB exam.

CHEM 1410- Introductory College Chemistry I, and CHEM 1411- Introductory College Chemistry I Laboratory (CHEM 1610/1611 are equivalent courses to CHEM 1410/1411, for SEAS students) in the Fall semester, then CHEM 1420/1421 in the Spring semester.

Students that have AP Chemistry exam scores of 4 or 5 (or 5, 6, or 7 on the IB exam) can receive credit for CHEM 1410/1420 (or CHEM 1610/1620)- total 6 credits, and should consider enrolling in CHEM 1810/1811 in Fall; alternatively, students with AP/IB credit could enroll only in CHEM 1411 in Fall. Enrolling in CHEM 1810 will not forfeit the credits received based on the AP Chemistry (or IB) exam. No credit is received for any lab course on the basis of AP/IB exam scores. CHEM 1400- Foundation of Chemical Principles, offered only in Spring, is an introductory chemistry course for students that have not taken a high school chemistry course.

For additional info about the general chemistry course options see: http://chem.virginia.edu/undergraduate-studies/general-chemistry-options/

Please send inquires to Dr. Laura Serbulea (lls3s@virginia.edu), or Cindy Knight (csk3a@virginia.edu).

Dual Enrollment Credit

Foreign Language Placement Examinations

Math Placement

First-Year Seminar Classes (Special Classes)
- College Advising Seminars (COLA 1500)
- ELA and LASE Classes
- University Seminars (USEM 1570 or 1580)

College Deans’ Small Research & Travel Grants

College of Arts & Sciences Scholarships
Transferring to the College from another UVA School (Intra-University Transfer)
UREG on Family Educational Rights & Privacy Act (FERPA) & What is FERPA?

UVA Honor System

Using the College’s Online Advising System
To view a list of your advisees (which you can also do in SIS) and schedule advising appointments use the College’s Online Advising System (https://advise.sites.virginia.edu/). This is also where you can access the Student Information Form.

Note: Advisor Holds (placed in October and March, can only be released in SIS and only after a one-on-one advising meeting.

From Other Offices

Counseling and Psychological Services
Education Abroad (International Studies Office; Study Abroad)
Office of the Dean of Students
Student Disability Access Center
Student Health
University Career Center

Also see Other Sources of Advising Help
University Disability, Non-Discrimination, and Privacy Statements

NOTICE TO STUDENTS OFFERED ADMISSION WHO BY REASON OF A PREVIOUSLY IDENTIFIED DISABILITY AND/OR MEDICAL CONDITION MAY REQUIRE PHYSICAL OR ACADEMIC ACCOMMODATION

Should you have (or have been previously diagnosed as having) any learning, physical, or emotional impairment which may require accommodation at the University of Virginia, please notify Brad Holland, Americans with Disabilities Act Coordinator and the Section 504* Coordinator of Services for Students with Disabilities, Washington Hall-East Range, P.O. Box 400219, Charlottesville, VA 22904-4219; telephone (434) 924-7819. Such circumstances may include, but are not limited to, impaired vision, hearing, mobility, or a specific learning disability such as dyslexia, dysgraphia, or expressive dysphasia. Response to this notice will allow the University of Virginia to prepare for your arrival and to aid in meeting your educational needs. Any information submitted will be treated confidentially and will be shared only with those who need to know. In order to receive accommodations or exemption from policies stated here and in the Undergraduate Record, students with any diagnosed impairments must have notified the University in a timely manner.


UNIVERSITY OF VIRGINIA NON-DISCRIMINATION POLICY
The University does not discriminate in any of its programs, procedures, or practices against any person on the basis of age, citizenship, color, handicap, national origin, political affiliation, race, religion, sex, sexual orientation, or status as a disabled veteran or veteran of the Vietnam era. The University operates equal opportunity and affirmative action programs for faculty, staff, and students. The University of Virginia is an Equal Opportunity/Affirmative Action Employer.

The Office of Equal Opportunity Programs (EOP) is responsible for the enforcement of the University’s non-discrimination obligations. An applicant for admission or employment or any student or employee may file a discrimination complaint with the EOP Officer, Office of Equal Opportunity Programs, University of Virginia, Washington Hall-East Range, P.O. Box 400219, Charlottesville, VA 22904-4219, 924-3200. Complaints are to be submitted in accordance with and are subject to the standards of the “University of Virginia Discrimination Complaint Procedures.”

The Americans with Disabilities Coordinator and the Section 504 Coordinator is Brad Holland, University of Virginia, Washington Hall-East Range, P.O. Box 400219, Charlottesville, VA 22904-4219. The Title IX Coordinator at the University of Virginia is Darlene Scott-Scurry, the Deputy Title IX Coordinator for Student Sexual Misconduct is Allen W. Groves, and the Deputy Title IX Coordinator for Athletics is Jane Miller. Contact information for all of these individuals is available on the UVA web site.

PRIVACY ACT
Please refer to the Registrar’s site (http://www.virginia.edu/registrar/privacy.html) for information.
I. Competency Requirements

Overview of Requirements and Restrictions

All undergraduate students in the College of Arts & Sciences must complete three competency requirements: the First Writing Requirement, the Second Writing Requirement and the Foreign Language Requirement. More information on these subject areas, their related credit requirements, competency exemptions and University restrictions can be found in sections below. Once a student matriculates, all area and competency requirement must be completed in the College of Arts & Sciences at U.Va.

All courses for these requirements must be taken for a grade and for credit. Some restrictions apply to completing competency requirements. These requirements may NOT be fulfilled by the following:

- Dual enrollment credit
- College-Level Examination Program (CLEP) tests
- Courses taken under the Credit/No Credit (CR/NC) option
- Courses taken under the Audit (AU) option

To help students keep track of their earned competency requirements, Arts & Sciences offers a College Area Requirements Checklist.

First Writing Requirement (FWR)

Effective fall 2017 all first-year students (except Echols Scholars) must complete the first writing requirement in the College of Arts and Sciences. There are multiple ways to complete the requirement (depending on SAT or ACT Score). For detailed information on placement, go to the English Department’s web site. If you have questions regarding the first writing requirement placement, please e-mail the writing program administrators.

Second Writing Requirement (SWR)

Qualifications
All students except Echols Scholars must complete a Second Writing Requirement with a grade of C- or better. To meet the Second Writing Requirement, a class must:

- Assign at least two writing assignments in English totaling 4,000 words (20 pages) or more independent of quizzes and final examinations.
- Have a student/faculty ration no greater than 30/1.
• Any course meeting these standards can satisfy the Second Writing Requirement. However, this requirement is not complete until you file a Second Writing Requirement completion form and have it certified by the College Registrar (106 Monroe Hall). The form is also available in 101 Monroe Hall.

Restrictions and Clarification
The Second Writing Requirement must be taken at the University and within the College. A course in another school of this University (e.g., Engineering), advanced placement credit, advanced standing, dual enrollment credit or credit transferred from another university will not satisfy this requirement.

Although it is not advised, you may take a course that meets the Second Writing Requirement before or during the semester that you complete the First Writing Requirement. However, completing the Second Writing Requirement neither exempts you from nor fulfills the First Writing Requirement.

A course that satisfies the Second Writing Requirement may simultaneously count toward your major or minor program. One course, in addition to meeting the Second Writing Requirement, may also complete area requirements (no more than two).

Foreign Language Requirement

Qualifications
Undergraduate students must earn anywhere from zero to 14 foreign language credits, depending on their foreign language placement examination scores. The requirement should be fulfilled before the seventh semester in the College.

Languages taught at U.Va. that count towards the requirement are:

<table>
<thead>
<tr>
<th>American Sign Language</th>
<th>German</th>
<th>Italian</th>
<th>Persian</th>
<th>Spanish</th>
</tr>
</thead>
<tbody>
<tr>
<td>Arabic</td>
<td>Greek</td>
<td>Japanese</td>
<td>Portuguese</td>
<td>Tibetan</td>
</tr>
<tr>
<td>Chinese</td>
<td>Hebrew</td>
<td>Korean</td>
<td>Russian</td>
<td>Urdu</td>
</tr>
<tr>
<td>French</td>
<td>Hindi</td>
<td>Latin</td>
<td>Sanskrit</td>
<td>Polish</td>
</tr>
</tbody>
</table>

Placement and Exemptions

For languages taught at U.Va.
The types of examinations for foreign language placement include:

• SAT II Subject Test
• Advanced Placement (AP) Exam
• Higher-level International Baccalaureate Exam
• College Summer Orientation Foreign Language Placement Test
• Check the Foreign Language Placement Examinations page for details on these tests or the Foreign Language Requirement FAQ for more specific inquiries and contact information.
For languages not taught at U.Va.
It is also possible for students to fulfill their requirement through taking the NYU 16-point Foreign Language Proficiency Test. The test is intended only for exemption from the Foreign Language Requirement; no credit is given for any score. A student is given exemption for a score of 14 or more.

Deadlines and information about the test can be found on the Foreign Language Placement Examinations page.

Completion of the Requirement

Students can meet the Foreign Language Requirement by successfully completing one of the following courses of action:

- **Earn exemption** if you place beyond the 2020 level by examination
- **Take 14 credits or four semesters** of a language in the proper sequence
- After placement, **complete the remaining courses in the sequence** up to the fourth semester (usually 2020)
- Consult the Foreign Language Placement Index to determine your exact placement.
- Taking introductory language courses which duplicate credits earned from AP or IB tests neither give you credit nor count for the Foreign Language Requirement.

Dual enrollment courses do not fulfill the requirement.

Furthermore, the College provides Foreign Language Disability Accommodation when needed to satisfy this requirement.

**Need Help?**
Students with questions about testing, placement, etc., should contact the Foreign Language Coordinator.

II. Area Requirements

All undergraduate students except Echols Scholars are required to fulfill Area Requirements by earning the proper number of credits from courses taken in each of five different academic subject areas. The list of subject areas and their related credit requirement is:

- **Social Sciences** - 6 credits from two different departments
- **Humanities** - 6 credits from two different categories
- **Historical Studies** - one 3 or more credit course
- **Non-western Perspectives** - one 3 or more credit course
- **Natural Science and Mathematics** - 12 credits from two different departments

Transfer credit earned before matriculation may be applied toward fulfillment of area requirements.
It is strongly recommended that all area requirements be completed by the **end of the fourth semester**.

Courses taken to fulfill an area requirement may count toward a major and also satisfy the **Second Writing Requirement**.

All courses must be taken for credit and for a grade. Classes that qualify for area requirements **cannot**:
- simultaneously meet more than two area requirements, even if cross-listed
- be taken for Audit (AU)
- be taken Credit/No Credit (CR/NC)
- be a Liberal Arts Seminar (LASE)
- be a University Seminar (USEM)

To help students keep track of their earned area requirements, they should check their Academic Requirements (AR) Form in SIS.

**Social Sciences (6 credits)**
You must pass at least one course worth 3 credits or more from two of the following departments and programs:

AAS courses; **except** AAS literature courses
AMEL 3001, AMEL 3002
AMST Classes (**except** AMST 2300)
ANTH; **except** some foreign language courses offered as ANTH
ECON (**except** ECON 3710, 3720, 4720)
ETP 3860 and ETP 4810
EVSC 2030 and EVSC 4030
GDS 2020
Linguistics; 2000-level or above
MDST 3406
Politics; **except** Political Theory
PSYC (**except** PSYC 2200, PSYC 3210 and PSYC 4200)
SAST 2700
SOC (**except** SOC 2600)
Women, Gender and Sexuality (WGS; formerly SWAG)

You must pass at least one course worth 3 credits or more from two of the following groups of departments and programs:

**Literature**
AMST 2300
Classics (CLAS)
Comparative Literature (CPLT)
East Asian Language and Cultures (EALC)
East Asian Studies (EAST)
English (except ENWR classes)
Foreign Literature [East Asian Languages, Literatures and Cultures (except CHIN 1010-2060, JAPN 1010-2020, KOR 1010-2020, and TBTN 1010-2020), French, German, Middle Eastern and South Asian Languages and Cultures (except ARAB 2250, 2260, 3230/5230, and 3240/5240), Slavic Languages and Literatures, and Spanish (except SPAN 3040, 4705, 4050 and 4713), Italian, and Portuguese courses in translation, and all foreign language courses above the 2020 level (except PORT 2120, which satisfies the foreign language requirement)].
Middle Eastern Studies (MESA)
MDST 3000
South Asian Studies (SAST; except SAST 2700)
South Asian Literature in Translation (SATR)

**Fine Arts**
ANTH 2370
Art History (ARTH)
Studio Art (ARTS; not ARTS 2070)
Drama (DRAM)
DANC 1400 and DANC 3400 (only)
Music (MUSI ONLY; MUBN, MUEN AND MUPF courses do NOT fill this requirement)
MDST 2000, 3050, 3100
Architectural History (AR H) 1000, 1010, 1020, 1700, 3102, 3701, and 3203
Architecture (ARCH) 1010

**Moral, Philosophical, and Religious Perspectives**
Political Theory (PLPT)
Philosophy (PHIL)
Religious Studies
MDST 4000
Courses taken for this requirement may also count toward one other Area Requirement.

**Historical Studies (3 credits)**
You must pass at least one course worth 3 credits or more either from the History Department or from a class determined by the faculty to be substantially historical. Classes that meet this requirement change each semester. Qualifying courses can be found in the SIS Course Catalog. Courses taken to fulfill the Historical Studies Area Requirement may also count toward fulfilling one other Area Requirement.

**Non-Western Perspectives (3 credits)**
You must pass at least one course worth 3 or more credits which the faculty recognizes as dealing substantially with a culture other than Western. Classes that meet this requirement change each
semester. Classes that meet this requirement change each semester. Qualifying courses can be found in the SIS Course Catalog.

Courses taken to fulfill the Non-Western Perspectives Area Requirement may count also toward fulfilling one other Area Requirement.

**Natural Science and Mathematics (12 credits)**

Students must pass 12 hours of natural science and/or mathematics courses from at least two departments. Courses that count toward this requirement may be chosen from:

- The Departments of Astronomy, Biology, Chemistry, Environmental Sciences, Mathematics, Physics and Statistics
- ECON 3710, ECON 3720 and ECON 4720
- PSYC 2200, PSYC 3210 and PSYC 4200

**Important Notes:**
1. Exceptions include:
   - EVSC 2030, EVSC 4040, EVSC 4650 (Water Sustainability)
   - MATH 1000T, MATH 1030
   - The above classes do **NOT** count toward the math/science requirement.
2. For this requirement, statistics, mathematics and the above three economics courses are considered to come from one department. This means you cannot satisfy this requirement with just these courses.
3. Courses designated as 1000T are equivalencies determined by the College of Arts & Sciences. These courses are considered elective credit and do **not** satisfy this requirement.
4. Students are strongly encouraged to include courses in mathematics, the physical sciences and the biological sciences.

Courses taken to fulfill the area requirements may be counted toward a first or second major or toward a minor, with the exception of foreign language courses through the 2020 level (2320 for French, 2060 for Chinese, and 2120 for Portuguese).
The Forums are a new and innovative opportunity for Arts & Sciences undergraduates to fulfill the College’s general education requirements in their first two years at UVA. Beginning with the incoming class of 2020, 200 students were selected to participate in one of five Forums (three forums are offered this year to the class of 2021) – tailored groups of courses organized around a central theme/topic/problem.

The Forums are designed and are led by some of the University’s most committed scholar-teachers, each with years of expertise researching their Forum topic.

Forum Structure
Each Forum consists of 40 students and begins in the fall of the first year with an introductory seminar on the Forum topic. In the fourth semester (spring of the second year) the students take a capstone class together in which they work in teams on case studies and research pertaining to the Forum topic.

And over the course of the first two years, Forum students will take various courses (24-27 credits) hand-picked by the Forum faculty that illuminate various aspects of the Forum theme/topic/problem. The Forum faculty will also serve as academic advisors to their students until a major is declared. This also provides a small, cohort experience for the students.
Engagements (8 credits)
A first-year experience including four seven-week courses, discussion series, and lecture series. Enrollment should include four consecutive two-credit courses in the following (can be taken in any sequence):

- EGMT 1510 – Engaging Aesthetics
- EGMT 1520 – Empirical & Scientific Engagement
- EGMT 1530 – Engaging Differences
- EGMT 1540 – Ethical Engagement

Literacies (variable credits)
Three sets of courses with variable credit. Each sequence seeks to confer necessary skills needed to succeed in a rapidly transforming, increasingly heterogeneous world.

- World Languages (variable credits) – completed through the 2020 (intermediate level
- Rhetoric for the 21st Century (6 credits) – first writing requirement (3 credits) and second writing requirement (3 credits)
- Quantification, Computation, and Data Analysis (6 credits) – two courses (of 3 or 4 credits) focused on quantitative methods and analysis

Disciplines (21 credits)
Exploration of knowledge and intellectual understanding across the College of Arts & Sciences. Students must complete 3 credits in each of the seven discipline categories, taking courses in at least six departments (one department can double-count towards the Disciplines).

- Artistic, Interpretive, and Philosophical Inquiry
- Chemical, Mathematical & Physical Universe
- Cultures & Societies
- Historical Perspectives
- Living Systems
- Science & Society
- Social & Economic Systems

For a list of full requirements, visit
http://gened.as.virginia.edu/new-college-curriculum-requirements
The Major

In order to graduate from the College of Arts & Sciences, all students must (in addition to earning 120 credits and completing the College’s forum, traditional or new curriculum requirements) complete a major in one of the College’s departments, interdepartmental programs, or in an individually designed Interdisciplinary Major.

Credits

Of the 120 credits required for the degree, no fewer than **102 credits** must be from:
- courses taught inside the College
- certain "outside" (non-College) courses considered to be College-equivalent

The remaining 18 credits may be College elective courses or elective courses from outside the College.

**Note:** The College does not award 2nd degrees. Students who have earned a baccalaureate degree at the UVA or at another institution are **NOT** eligible to receive a second degree from the College.

Credits From Transfer or Exams

A maximum of **60 credits** may be earned prior to matriculation to the College by various means, including:
- Transfer credit (coursework taken at another institution)
- Advanced Placement (AP) exams
- International College-level exams
- Dual enrollment courses taken while in high school.

The University does not award credit or any exemption from requirements based on College-Level Examination Program (CLEP) tests.

Elective Courses from Outside the College

Credits earned from these courses, considered to be outside the College, can be applied as electives toward the required total of 120 credits. They cannot, however, be counted among the requisite 102 credits from courses taught inside the college or courses taught outside the college considered to be College-equivalent.

Students considering admission to, and especially those accepted into, the BA/MT program should select their non-College electives very carefully.

Students must take no fewer than 102 College or College-equivalent hours (from among the requisite 120) in order to qualify for the B.A.
- USEM 1570 (University Seminars); limit of one per semester*
- Interdisciplinary Study (INST); must be taken on the CR/NC basis; limit of two courses for a total of 3 credits, maximum
- Commerce School courses (COMM)
- Engineering School courses
- Education School courses, excluding EDHS 3410, 3440, 3600, and 3610
- Architecture School courses
- Nursing School courses
- ROTC courses from the departments of Naval (NASC), Air (AIRS), and Military Science (MISC); limit of 12 credits
- Physical Activity courses (KINE; formerly PHYE); limit 2 credits total
- Personal Skills courses (PLSK); limit of 2 credits
- College students may not take any courses in the School of Continuing and Professional Studies.

NOTE: USEM 1580 courses count as College credit but no more than 8 credits total of USEM course work may count toward the degree.

Outside Courses Considered College-equivalent
These courses, though taken outside the College, are considered College equivalent (cross-listed) and count toward the 102 College credits needed for graduation.

All Computer Science courses (CS) in the School of Engineering and Applied Science
All architectural history courses (ARH) in the School of Architecture
Architecture (ARCH) 1010 and 1020
Language House courses will be offered for 1 credit maximum per semester; with a 2-credit maximum limit in the 120-credit total required for graduation
EDLF 5450, 5460, 5640
EDHS 4600
LAR 5120; 5130
MSE 2010
PLAN courses under 5000, but only if the minor in planning is completed
STS 3500
Students in the special education part of the B.A.-M.T. Program are permitted to count the following additional six credits of Curry School courses as College-equivalent: EDIS 3020 (or EDIS 5000) and one of EDIS 5100, 5110, 5120, or 5150.

Credit/No Credit Option
- Non-transfer students are limited to earning a maximum of 24 credits using the Credit/No Credit (CR/NC) grading option (learn more about the CR/NC grading option.)
- Second-year transfer students are limited to a maximum of 18 CR/NC credits.
- Third-year transfer students are limited to a maximum of 12 CR/NC credits.
- No course taken under the CR/NC option may count toward fulfilling an area, competency, major, or minor requirement (details about these requirements are below).

Audit Option
- Courses taken under the Audit (AU) option do not carry any credit or count at all toward the 120 credit total.
Maximum Credit Limits
The following College courses have maximum credit limits imposed:

- Language House courses; limit of 1 credit per semester and 2 credits total
- Music Performance: Students may apply up to 16 performance credits in music, of which 8 credits must be drawn from 3000-level courses and above. In addition, students completing Distinguished Major Projects in Music may earn an additional 4 performance credits. Music majors performing a DMP recital could potentially earn a total of 20 performance credits in Music.
- Dance Performance; limit of 8 credits total
- Physical Education Courses: limit of 2 credits
1. The College’s web pages contain virtually all of the information a student needs to know about College degree requirements. Make sure that students also know what the Undergraduate Record is and how they can access it online.

2. Read Getting Started: Connecting College, Advising and Career.

3. Students must be warned about the deadlines for dropping, adding, changing from or to CR/NC, auditing, and withdrawing. Failure to observe deadlines can have disastrous results. The College strictly enforces these deadlines.

4. Explain ACADEMIC PROBATION and SUSPENSION.
   Three ways a student can incur Academic Probation
   - Less than 12 credits earned in a semester;
   - Less than a 1.8 GPA;
   - More than one grade below C-.
   Grounds for Academic Suspension
   - Two consecutive semesters on Academic Probation (exclusive of J-Term and Summer Session);
   - Less than 9 grade points (NOT credits) earned in a semester.

5. Some students should not enroll in ENWR 1505 and a foreign language course in the same semester unless they are International Students or are advised to do so by their Dean.

6. FOREIGN LANGUAGE PLACEMENT TESTS are required – they are not an option. Students may take the Spanish and French exam online at any time; they can only take the test once. Links are provided from the respective department homepages. Students who miss the summer and fall orientation placements tests should be referred to the foreign language coordinator in the appropriate department.

7. Encourage students to regularly and carefully examine their Academic Requirements (AR) Form. Students are responsible for their academic record. For example, the total number of credit hours given on a transcript will include ALL hours taken and passed whether applicable to the degree or not. Thus, the total may be more than the 120 credit hours required but less than the number they need for their major or the core requirements. The accurate number will show on an AR form.

8. Students need a minimum of 102 credits inside the College and are allowed a maximum of 18 hours outside the College. See Chapter 1 for details.
9. College students are allotted ONLY 8 full-time semesters (excluding Summer Session and January Term). For some students, especially those with 12 or more AP credits, graduating in three years may be possible.

10. If a student’s AP scores, IB scores and/or Dual Enrollment credits have not been posted, s/he should bring official copies of the credit to the College Registrar’s Office in 106 Monroe Hall after the first week of classes. Remind students that they may view their credit on their AR (Academic Requirements) forms in SIS.

11. Students who wish to carry 18 or more credits must request permission from their Association Dean. Students may not carry more than 21 credits.

12. Students planning to attend a professional school should be aware early on that there are many different requirements. Refer students to the pre-professional advisor in the appropriate school and tell them that there will be informational meetings in the fall addressing such issues. Refer pre-health and pre-law students to University Career Services, Bryant Hall. Pre-education students should contact Dean Sandra Seidel (924-3350; Monroe Hall).
Advising Students for Health, Law, and Business Professions

Health Professions

Majors. Although health professional programs identify core requirements that are necessary to matriculate into a program, these requirements do not dictate a student’s major at the undergraduate level. Students should explore all coursework and degree programs that are of interest to them. Applicants are not penalized for choosing a major that is not science related.

Coursework. Prerequisites for health professional programs can vary within the same field. A student may need to take additional coursework beyond the identified core requirements to be a qualified applicant. The most common areas where prerequisites can differ are: English composition, math, and biochemistry. Some students may need to wait until they have identified the programs they would like to apply to before understanding exactly what coursework they need. To learn more about planning for medical school, check out Preparing for Medical School.

AP Credit. Programs vary on whether they will accept Advanced Placement (AP) credit as completion of a prerequisite requirement. Students with AP credit in science coursework will still need to complete lab courses at the university level. Many students choose to retake science coursework for which they already received AP credit in order to prepare for upper level coursework as well as entrance exams which may require a better understanding of the material than was expected on the AP examination. Students who choose not to retake courses at the university level will still need to supplement the work with upper level coursework in that field.

Application Timeline. There are many ways to complete health professional school prerequisites. Some students choose to apply following their third year in order to matriculate the fall immediately after completing their undergraduate degree. Other students apply after graduation and take an additional year (or two) before continuing on to professional school. Applicants are not penalized for taking time in between completing their undergraduate degree program and beginning professional school, and it can often be beneficial to spread the course prerequisites out over four years.

Students preparing for careers in the health professions (medicine, dentistry, veterinary medicine, optometry, physician assistant, and others) should plan to follow the basic health professions curriculum in the College. Medical and dental schools require one year each (with lab) of introductory biology, chemistry, organic chemistry, and physics. These requirements are usually satisfied by the following courses at the University: BIOL 2100, 2200; CHEM 1410, 1420, 1411, 1421; CHEM 2410, 2420, 2311, 2321; and PHYS 2010, 2030, 2020, 2040. In addition, some professional schools require coursework in English composition, biochemistry (plus other upper level biology) and math (calculus and/or statistics).
The MCAT has four test sections:

1. Biological and Biochemical Foundations of Living Systems
2. Chemical and Physical Foundations of Biological Systems
3. Psychological, Social and Biological Foundations of Behavior
4. Critical Analysis and Reasoning Skills

To learn more about the new changes and view practice questions for each section, check out the Preview Guide for MCAT.

Individualized Paths

Each year students enter the College with the intention of applying to health professional schools, ready to undertake this rigorous curriculum that has no specific major, but several specific prerequisites. Schools for the health professions seek well-rounded applicants who demonstrate high achievement in both academic work and extracurricular activities. No preference is given to science majors; applicants are advised to select a major to satisfy personal and intellectual interests.

Although there is a perceived “traditional course sequence,” it is but just one of the ways to complete the required courses. Many students will improve their chances of admission if they follow individualized timelines to complete the course requirements. First year students who have one or more of the following characteristics should consider using their first year to adjust to college life, explore a variety of subjects, acquire academic skills, and develop their mathematical abilities:

- Math SAT scores below 600
- Concerns about math and science courses
- Uncertainty about a career in the health professions
- The desire to spend the first year of college getting accustomed to college life as well as developing critical thinking, mathematics, and studying skills.

If, in their second year of study, these students still desire to pursue a career in the health professions, they may consider beginning with chemistry and perhaps calculus. Working with the advisors and the information sources listed below, students would then complete the requirements, prepare for the required entrance exam, add relevant health care experience, and enhance their chances of admission by following a 4 year schedule. Many successful applicants have followed alternate paths, such as earning a graduate degree, or a post-bac degree. Deans, faculty advisors, the University’s Health Professions Advising staff, and the Director of U.Va. Medical School of Admissions, cite that alternative paths better suit many students.

Students who wish to consider a four-year path to prepare for schools for the health professions should consider deferring CHEM 1410/CHEM 1411 and calculus until the second year, enrolling in English and foreign language courses, unless exempted, and taking an array of courses including a non-calculus math (if offered) while focusing on area requirements during their first year. Students who decide in their third or fourth year to pursue careers in the health professions, and thus do not take chemistry until then, often do very well in these courses because, as Dr. Robert Bryant, Professor...
of Chemistry, states, “they understand how to study and how to learn the fundamentals of a subject, and engage with material actively, rather than passively.”

Faculty may want to stress to students that it is difficult to be accepted to schools for the health professions with a GPA below 3.5. The average age of students entering health professional schools in the United States is approximately 24 years or older. This gives students plenty of time to complete the necessary course work even if they do not follow the “traditional” track.

Suggestions for Students Considering Careers in the Health Professions

Career Exploration. All Health Professions students are encouraged to participate in career exploration during the undergraduate years, independently or with assistance from University Career Center (UCC). Counselors in UCC, faculty, administrators, and practicing health professionals at the University are all excellent resources when considering career interests and directions. Students investigating potential careers in the health professions will benefit from these services.

Human Service Activities. Students are urged to become involved in human service activities in their first year, especially those activities that include health care delivery. Many programs are available on the Grounds and in Charlottesville and Albemarle County to accommodate students who wish to help others.

Connect with Health Professions Advising. Health Professions students should seek Health Professions Advising in University Career Services, Bryant Hall at Scott Stadium for more information. Also visit their website: https://career.virginia.edu/pre-health

- Schedule an appointment by calling 434-924-8900.
- Subscribe to the Health Professions e-mail listserv. An e-newsletter mailed to listserv subscribers announces all health-related events at the College and the Medical Center, FAQs, tips for applying, etc. To subscribe, follow instructions at: https://career.virginia.edu/pre-health
- Regularly check the health professions blog at http://uvahpa.blogspot.com
- Gain clinical experience. Some medically relevant opportunities can be found through Madison House (170 Rugby Road; 434-977-7051).
If planning to apply to schools for the health professions, attend the annual application meetings in the fall and spring semester prior students’ application year.

Additional Resources
Helpful web links:
- Health Professions Advising at the University Career Center.
- The Math Tutoring Center provides free tutoring during the academic year.
- The Summer Health Professions Education Program offers a free summer opportunity for qualified students to prepare for the application process and a career in the health professions.

Business
Many graduates of the College go on to careers in business but there is not business major or minor in the College. The Department of Anthropology offers a minor, Global Culture and Commerce, which has a liberal arts focus but allows courses from the Commerce School to count toward the minor. Students who desire an undergraduate business education should consider transferring to the McIntire School of Commerce after two or three years in the College. Students who wish to pursue careers in business and who also wish to receive a liberal arts degree from the College should consider taking in the College some or all of the courses required for transfer for the School of Commerce. Business values a quantitative background, which also includes course work in accounting and computer science. Electives such as these can help to make a liberal arts graduate competitive for entry-level opportunities in business. Student should bear in mind that it is possible to count up to 18 credits of courses outside the College toward the B.A. degree. Thus a student could remain in the College but take a number of business-related courses.

Another way to prepare for a career in business is to plan for graduate business study. Recommended courses at the undergraduate level include calculus, computer science, economics, and accounting. Graduate business school as well as business employers look for candidates with diverse academic and extra-curricular backgrounds and diverse work experiences that serve as indicators of leadership and management ability, problem-solving and human relations skills, quantitative and communications capabilities, and maturity. Many graduate business schools strongly encourage a candidate to acquire several years of full-time work experience and admit very few recent college graduates. Advising for graduate business school is available at the University Career Center, Bryant Hall.
**Law Professions**

*Advising Tips for Students Seeking Careers in the Legal Profession*

**Curriculum.** There is no prescribed “pre-law” curriculum or academic major. Law schools care more about the quality of the undergraduate program than the specific content involved. A student’s most crucial qualifications for law school admission include strong grades and a strong LSAT score. The breadth of the undergraduate curriculum is as important as the choice of major. Challenging courses in unfamiliar fields provide effective preparation for the rigors of law school. Students should enroll in courses which:

1. Help them determine if legal studies is interesting and engaging to them.
2. Provide a helpful background for law school by developing analytical and creative thinking skills, oral and written expression, and a broad understanding of human institutions and values.

**Suggested Coursework:** Logic course - Forms of Reasoning, English, History, Politics courses involving extensive research, reading, and writing, Economics, UVa courses with “Law” in the title (International Law, Law and Society, Commercial Law, etc.) Most importantly, students are encouraged to choose classes that interest them since academic success will come in the classes they are most excited about, not the ones they believe they “have to” take.

**Experience.** Undergraduates are especially encouraged to gain law-related experience in the summers after their third and fourth years. Additionally, they should consider working for one or two years in a law office, government agency, or other environment with attorneys after graduation and before applying. The counseling staff at University Career Center (UCC) in Bryant Hall can help start the process of finding summer and post-graduation employment. Any faculty advisor or association dean can assist with the choice of a challenging and interesting curriculum, which law schools would find attractive.

**Next Steps for Students Seeking Careers in the Legal Professions**
- Seek additional advice from [Law Professions Advisors](#) in Bryant Hall at Scott Stadium, (434) 924-8900.
- Subscribe to the Law Professions listserv upon receiving a U.Va. e-mail address. An e-newsletter mailed to listserv subscribers announces all law-related events at the University, FAQs, tips for applying, etc. To subscribe, follow the directions [here](#).
- Regularly check the [Law Professions blog](#).
- Utilize the University Career Center’s [Law Professions Advising](#) page.
- Attend a general law professions meeting, held once a semester, prior to applying to law school.
Advising the International Student

International students include those students with F-1 and J-1 visas. The International Studies Office (ISO) has responsibility for ALL students throughout the University who are on F-1 and J-1 student visas. They assist students and faculty advisors in understanding how students can maintain legal immigration status while enrolled at U.Va. This is important because without legal immigration status, students lose all employment options, may be subject to immigration review, and in the worst case may face deportation proceedings. The University also risks losing its certification to enroll any international students if we do not attend to the regulations pertaining to F-1 and J-1 student enrollment.

**Full-time Status and Making Normal Progress Toward Completing the Course of Study**

International students on F-1 and J-1 visas MUST be enrolled FULL-TIME in the fall and spring semesters. For undergraduate students, this means maintaining enrollment for 12 hours throughout the semester. Summer enrollment is optional.

Exceptions to full-time enrollment:
1. documented medical condition requiring reduced course load (Student Health physician letter required for ISO permanent file);
2. in the final semester, with less than 12 hours required for graduation;
3. initial difficulty with English language or reading requirements;
4. unfamiliarity with American teaching methods;
5. improper course level placement.

For situations 2-5 above, ISO bears responsibility for approving a reduced course load (fewer than 12 credits). To consider a student’s request, they must have a substantive letter from the academic advisor describing in adequate detail the nature of the problem, the proposed solution, and in what way the reduced course load may affect the student maintaining normal progress toward completion of the course of study. This letter is critical in determining if the problem meets the requirements outlined in the regulatory language. The letter is retained in the student’s ISO file. ISO may determine that the proposed course reduction does not fulfill legal standards and not approve the request.

**Keeping up with a Medical Insurance Plan**

All U.Va. students must be covered under an insurance plan. ISO confirms insurance coverage when students request an immigration benefit.

**Who Is a “Designated School Official” for INS Purposes**

Faculty should not sign any immigration forms on which the signature of the “Designated School Official” is required. This is most common on the document called the “I-20” and for Practical Training and work authorization requests. ONLY ISO STAFF ARE CERTIFIED AS DESIGNATED SCHOOL OFFICIALS. When in doubt please call Richard Tanson (982-3017) with questions about F-1 visas or Brian Ullman (982-3016) with questions about J-1 visas. You may also stop by or call the International Studies Office in Minor Hall (phone: 982-3010; fax: 982-3011).
Academic Support

**Writing Center:** For writing assistance, direct students to the Writing Center, Bryan Hall, 924-6678.

**Math Tutoring Center:** Students may call the Math Department for a schedule at 924-4919.

**To Improve Study Methods:** **Academic Achievement Program:** Students may apply, advisors may recommend, or students may receive a letter based on their academic performance.

**General Disabilities**
Refer the student to the **Student Disabilities Access Center** (SDAC). If the student was previously diagnosed, the Center will want a copy of that diagnosis. If the student needs to be tested, SDAC will do an initial evaluation which will determine whether or not further testing is needed. If additional testing is recommended the student must absorb the cost. If deemed necessary, the SDAC will also request accommodations for the student in the classroom.

If a student wishes to be in a course that has only one section and that section is scheduled to be taught in an inaccessible room or building, refer them to their Association Dean. The Dean will then contact the University Registrar’s Office and request that the room be changed. (If a course has several sections, then the student should choose a section in an accessible building.) Make sure the student will have enough time to get from one class to the next.

**Note:** If you have any questions about what the law (Section 504) requires the University to do, call Assistant Dean Beverly Adams (Monroe Hall, 924-3353). Dean Adams is the College’s contact person for questions regarding accommodation under Section 504.

**Personal Problems**
Call the Student Health Center (924-5556) for any students with possible private problems. Advisors can suggest their getting help (individual or group); or advisors can make an appointment on their behalf.

**Learning Needs Students and the College’s Foreign Language Requirement**
In order to meet the needs of students with specific learning needs that impede the learning of a foreign language, the College faculty adopted the following policy on December 10, 1997.

**Disability Accommodation**
Upon the recommendation of the Student Disabilities Access Center, the College of Arts and Sciences provides appropriate accommodations for students with diagnosed disabilities. Students diagnosed with a specific foreign language learning disability are referred to the policy outlined below.

**Foreign Language Learning Disability**
In order to meet the needs of students with specific learning disabilities that impede the learning of a foreign language, the College faculty passed the following legislation at its February 1984 meeting:
Students who are diagnosed by approved services, either before or after their admission to the University, as having specific learning disabilities may petition the Dean of the College to receive such accommodation within the structure of required courses in foreign language as in the view of the department concerned is feasible and appropriate. If an accommodation proves unworkable, the Dean of the College, on the department’s recommendation, may authorize the substitution of other courses dealing (in English) with the culture or literature of a non-English speaking people or with the history or description of language. For every semester of required foreign language not taken the student will be required to pass an authorized substitute course.

Therefore a student experiencing exceptional difficulty in a foreign language class should:

1. **Consult immediately with the appropriate** Foreign Language Coordinator.  

2. **Undergo testing and/or request accommodations**  
   a. Consult the Student Disability Access Center, located in the Elson Student Health Center (243-5180), and present either a prior diagnosis or discuss testing to be undertaken.

4. **Enroll in a course with accommodations:** The coordinator reviews the student’s progress after six weeks.  
   a. If the student is able to succeed, the student continues to take courses with accommodations until the foreign language sequence is completed.  
   b. If the department finds that accommodations prove unworkable despite the student’s maximum effort, the Coordinator may recommend in writing to the student’s Association Dean that the foreign language requirement be modified.

**NOTE:** MODIFICATION IS TO BE RECOMMENDED ONLY AFTER PROPER ACCOMMODATION PROCEDURES HAVE FAILED.

5. **Modification:** Upon receipt of the Coordinator’s recommendation and a diagnosis from the Student Disabilities Access Center, the student’s Dean may authorize the modification of the requirement and so notify the student in writing. Grades earned in foreign language classes will continue to appear on the transcript. However, for the semester in which the requirement is modified, a failing grade will be converted to NC. Also, if a student is diagnosed with a foreign language learning disability, a failing grade received in the semester when the student was referred to the Student Disabilities Access Center for testing, or the student with a prior diagnosis identified him/herself to the Student Disabilities Access Center, will be converted to NC (no credit.)

6. **Substitute courses:** Upon modification, the student will be required to take the appropriate number of substitute courses to fulfill the foreign language requirement. As specified in the faculty legislation, these courses are to deal (in English) with the culture or literature of a non-English speaking people, or with the history or description of language. The substitute courses should form a cohesive cluster focused on one language area, either continuing the work begun in the language class or choosing a new area. The substitute courses should be drawn primarily from foreign literature in English translation courses (course mnemonic ending with “TR”: e.g.,
CHTR, FRTR, GETR, ITTR, JPTR, PETR, RUTR, etc.); Classics (CLAS); those classes from the Anthropology, History, Religion, or other departments that deal exclusively with a specific non-English speaking country or culture; or Linguistics (LNGS, with the exception of Black English, since the faculty legislation calls for a non-English speaking culture or literature.) The student is to seek his/her Dean’s prior approval for each substitute course. Substitute courses may not be applied toward the first major, second major, minor or toward any other area requirements except the Second Writing Requirement. All replacement courses must be taken for a grade.
Advising (External) Transfer Students

1. Each student has received instructions for accessing SIS and our web site for new transfer students. Emphasize their need to become familiar with their “Academic Requirements” on SIS. They should also have completed a student information form that you may access on-line.

2. Students may request re-evaluation of any transferred course. For elective credit, they should submit a syllabus for review to Meredith Burke in 201C Monroe Hall. If they have questions about major credit, they should see the undergraduate director. There’s no deadline, but we encourage students to resolve transfer credit questions by October 1. If AP credit is missing, refer students with a copy of their score reports to the College Registrar’s office in Monroe Hall.

3. Emphasize the need to develop a long-range academic plan that accounts for area and major requirements, as well as a thoughtful selection of electives. Any remaining area requirements must now be completed at UVA. Students who lack the first writing requirement should enroll in ENWR 1510 this fall. Those who have not completed the foreign language requirement should enroll in a language course this fall.

4. Transfers should not overload in the first semester for any reason. Fifteen credits is the usual load and we expect them to enroll in this number, approximately. If you feel that a student needs to go easy, suggest an elective course or two that will present less of a challenge. Since the first term often involves a difficult semester-long adjustment, advise caution. Students who typically have a difficult transition include those from smaller, less competitive schools; those away from home for the first time; those who intend to work more than 10-15 hours per week, or those with significant family obligations.

5. While it may seem obvious, remind students that they can’t earn credit for a UVA course for which they’ve already received transfer credit. Experience shows they need the reminder.

6. Some students have transferred to the College with the singular goal of transferring to the Commerce School. These students need a serious, alternate plan since Commerce may not admit them.

7. We limit the number of full-time semesters based on semesters and credits previously completed. If students anticipate the need for additional time or if they need to catch up on credits, they should attend Summer Session and J-Term. They may also enroll as part-time students after their full-time semesters are finished.

8. Although we will post all applicable credit, remind students with more than 60 non-UVA credits (there will be few) that they’ll need a minimum of 60 at UVA.

9. Encourage these new students to stay in touch with you. It is far easier for new transfers to get lost here than it is for new first-years.
Advising Pre-Commerce Students

B.S. in Commerce

Admission Information

Students wishing to pursue a B.S. in Commerce typically spend the first two years of undergraduate work combining liberal arts and business prerequisite courses. These two years of liberal arts preparation are critical to students’ success at McIntire and their long-term professional development.

McIntire is committed to holistically evaluating many facets of an individual’s background. The Admission Committee looks for evidence of competitive academic performance, intellectual ability, significant extracurricular and leadership experiences, communication skills, and other qualities of character that may not be quantitatively measured.

Requirements

Before enrolling in the McIntire School, students must complete a minimum of 54 credits and the following prerequisites:

<table>
<thead>
<tr>
<th>Course</th>
<th>Suggested Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMM 1800: Foundations of Commerce</td>
<td>1st</td>
</tr>
<tr>
<td>MATH 1210: A Survey of Calculus I (or higher level Calculus)</td>
<td>1st</td>
</tr>
<tr>
<td>STAT 1120 or 2120: Statistical Analysis</td>
<td>1st</td>
</tr>
<tr>
<td>ENWR: First Writing Requirement</td>
<td>1st</td>
</tr>
<tr>
<td>*Humanities (3 credits, in addition to ENWR)</td>
<td>1st or 2nd</td>
</tr>
<tr>
<td>*Foreign Language through 2020 level</td>
<td>1st or 2nd</td>
</tr>
<tr>
<td>ECON 2010: Micro Economics</td>
<td>1st or 2nd</td>
</tr>
<tr>
<td>ECON 2020: Macro Economics</td>
<td>1st or 2nd</td>
</tr>
<tr>
<td>COMM 2100: Financial Accounting</td>
<td>1st or 2nd</td>
</tr>
<tr>
<td>COMM 2200: Managerial Accounting</td>
<td>2nd</td>
</tr>
</tbody>
</table>

*Humanities and Foreign Language course requirements are the same as the College of Arts & Sciences. Three additional hours of humanities will be required before graduation and may be taken either before or after entering the McIntire School. After admission, foreign language prerequisites may, with prior approval, be completed by transfer during the summer prior to enrollment, but must be completed before entering the McIntire School.

Advising Recommendations

- The Admissions Committee recommends that all required courses be taken for a letter grade.
- Students are encouraged to take full course loads with challenging courses from various areas.
- Stay on track with the College of Arts & Sciences requirements.
- Spread out the prerequisites, and don’t take more than two quantitative prerequisites (noted in orange) in the same semester.
- McIntire accepts the same prior credit, course waivers, or exemptions as other schools at UVA.
- Students planning to concentrate in IT or Finance are encouraged to take coursework in computer programming.
- Students planning to concentrate in Finance are strongly encouraged to complete additional elective coursework in mathematics, particularly if they received AP or transfer credit for the Math requirement.
- Students are encouraged to take courses that emphasize oral and written communication skills as well as courses that emphasize moral reasoning, ethics, and a global perspective.
- Meet one-on-one with a McIntire Admission team member during walk-in advising.

Additional Information or Questions

E-mail us:
CommerceAdmissions@virginia.edu
Business Education Opportunities for Undergraduates

McIntire School of Commerce encourages students to combine professional business preparation with a strong foundation in liberal arts, all in four years at the University of Virginia. The combination of a liberal arts foundation and the professional rigor of the McIntire program produces broadly educated students prepared for lifetimes of leadership, integrity, and success. McIntire offers several options for students interested in pursuing business education and a career in business:

**Commerce electives**, which can be combined with a degree from the College of Arts & Sciences, Engineering, or other schools at the University

**Business-related student organizations**, competitions, and networking opportunities

**McIntire Business Institute**, a certificate program offered in a five-week summer, academic-year, or online format

**Entrepreneurship Minor**, an 18-credit interdisciplinary minor with concentrations in Technology Entrepreneurship (from the Engineering School) or Social Entrepreneurship (from the Batten School)

**M.S. in Commerce**, a one-year program designed to help recent liberal arts, sciences, and engineering graduates transform their intellectual and academic skill sets into focused business expertise

**B.S. in Commerce**, a two-year undergraduate degree program providing students with a broad understanding of business in today's global workforce. McIntire students major in Commerce and have the opportunity to focus in one or two of the School's available concentrations and, if desired, gain special expertise in one or two tracks.

**Concentrations**
- Accounting
- Finance
- Information Technology
- Management
- Marketing

**Tracks**
- Advertising & Digital Media
- Business Analytics
- Entrepreneurship
- Global Commerce
- Quantitative Finance
- Real Estate