Suggested links to include as favorites in People Soft:

<table>
<thead>
<tr>
<th>LINK</th>
<th>PURPOSE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dynamic Class Search</td>
<td>To view course offerings and availability</td>
</tr>
<tr>
<td>UC FERPA Privacy Waiver</td>
<td>To view FERPA waivers</td>
</tr>
<tr>
<td>UC Search Match</td>
<td>To find basic student information</td>
</tr>
<tr>
<td>View My Advisees *</td>
<td>To view advisees &amp; access student center</td>
</tr>
<tr>
<td>** Request Advisement Report **</td>
<td>Run Advisement and What-if Reports Please note that University Gen eds are listed FIRST, followed by CLAS requirements and then major requirements</td>
</tr>
<tr>
<td>Plan of Study</td>
<td>To view students’ electronic plan of study Option shows up only after requesting Academic Requirements report in Advisee Student Center drop down menu</td>
</tr>
<tr>
<td>Transcript Request ***</td>
<td>To view one or more transcripts</td>
</tr>
<tr>
<td>Manage Service Indicators</td>
<td>To add or lift holds on student's account</td>
</tr>
<tr>
<td>Student Enrollment Appointment</td>
<td>To view date/time student can register</td>
</tr>
<tr>
<td>Enrollment Summary ****</td>
<td>To view student schedule</td>
</tr>
<tr>
<td>Transfer Credit Summary</td>
<td>To view transfer courses</td>
</tr>
<tr>
<td>High School Summary Page</td>
<td>To view information such as Advanced Placement (AP) and SAT scores, Foreign language courses and Early College Experience (ECE) courses</td>
</tr>
<tr>
<td>Student Program/Plan</td>
<td>To view major/minor/concentration and enrollment status, including campus</td>
</tr>
<tr>
<td>Student Advisor</td>
<td>To view assigned advisor</td>
</tr>
<tr>
<td>Class Roster</td>
<td>To view class roster for given faculty</td>
</tr>
<tr>
<td>Class Search</td>
<td>To search for courses</td>
</tr>
<tr>
<td>Electronic Addresses</td>
<td>To view on file UConn &amp; Personal email</td>
</tr>
</tbody>
</table>

**NOTES:**

* This page gives you access to the student center page where you can view schedules, the enrollment date, advisor, Unofficial Transcript and Advisement Report amongst other things.

** Click “view report as PDF” to generate a comprehensive report.

*** Transcript requests can be made in batches by going to the “request detail” tab and clicking on the (+) sign.

**** At the Enrollment Summary page, once you input a student's PS# click on “Print study list” for more detailed information regarding that semester (e.g. number of credits, currently enrolled classes etc)
A. RESIDENCY REQUIREMENT
- **In Residence** = a course taken at any UConn campus or while studying abroad at a UConn accredited institution
- The majority of advanced coursework in the major (2000 level and above) must be completed in residence
- Minimum of 30 credits towards the 120 credits must be completed at UConn
- Especially important for transfer students
- Applies to students completing additional degrees
- **NOTE:** Individual majors have credit restrictions for how many transfer credits will be accepted towards major

B. GENERAL EDUCATION
- CLAS has **MORE** general education requirements than the minimum University General Education requirements
- Read the audit sheet like a menu; not all courses offered at UConn are designated as Gen Ed
- “Double Dipping”: When using the same two courses to fulfill Content Area 2 & Content Area 4, an additional course must be taken in either of these content areas to avoid an overlap restriction. This overlap restriction is noted on advisement report

C. ADDITIONAL DEGREE VS. DOUBLE MAJOR
- **Additional Degree**
  - Can complete 2 or more degrees all within CLAS or across schools and colleges
  - Must complete **30 additional unique** credits more than the degree with higher minimum credit
  - Must meet all requirements for both degrees
  - Student receives two separate diplomas
- **Double Major**
  - Can only be done in conjunction with another major in CLAS
  - Requires a minimum of **24 unique** credits of required major courses for each with no overlap
  - OK to use courses in one major to satisfy the related requirements of the other major.
  - OK to have same relateds as long as there are 24 unique credits
  - Can be problematic if both majors have some of the same course requirements
  - Both majors appear on the diploma

D. ECE & NON-DEGREE COURSES
- Freshmen must accept/reject courses by filling out [online form](http://nondegreedecisions.uconn.edu/).
- Specific date is assigned to submit requests. Students will receive an email with instructions
- Transfer students can submit form early if needed
- The Academic Services Center (ASC) processes requests for CLAS students
- Courses are always visible on the transcript under "Non-Degree"
- Accepting courses means they will be included on the official record, in GPA, and advisement report
- The student’s decision is final and cannot be reversed
E. EXEMPTIONS

- **Excess Credits**
  - Permission is granted through the ASC on behalf of the CLAS Dean
  - If a student wishes to appeal the decision s/he can speak to ASC Director of Advising

- **Late drops/Retroactive Late Drops/No "W" Petitions**
  - For extenuating circumstances beyond the student's control (e.g. unexpected medical emergency)
  - Need documentation verifying circumstances
  - **NOTE:** Poor Academic Performance is *not* an extenuating circumstance
  - **Advisor signature is not required** but advisors may be notified via email of request

- **Taking a course for a third time**
  - Student must fill out form and obtain signature/consent from instructor
  - Permission is granted through the ASC on behalf of the CLAS Dean
  - Advisor signature is not required
  - Most recent grade is the grade used to calculate the GPA
  - Final time student can take course for credit
  - Must submit form to Registrar to enroll in the course
  - Transfer courses count towards the number of attempts

- **Pass/Fail**
  - **Advisor signature is not required**
  - Any courses placed on P/F will only count towards elective requirements
  - Limited to 12 credits total, 1 course limit per semester and summer
  - Form must be completed and submitted to the Registrar by 10th day of classes. Late requests are reviewed by the ASC

F. SUBSTITUTIONS

- **Towards Major**
  - Approval comes from department
  - Advisor/Faculty should email ASC Director of Advising to get final approval. Director will forward approval to Registrar
  - Note credit restrictions in some departments for transfer courses

- **Towards Minor**
  - There are no substitutions granted for minors

- **Towards General Education**
  - Never approved for UConn courses (primary for study abroad and/or transfer courses)
  - Substitution Request form must be submitted online (www.clasadvising.uconn.edu → Forms → Substitution Request Form). Student must submit course description and syllabus to the ASC via drop off/fax/email
  - Reviewed by the ASC

- **Study Abroad**
  - Student must keep course work including course description and syllabus
  - Substitution Request form must be submitted online (www.clasadvising.uconn.edu → Forms → Substitution Request Form). Student must submit course description and syllabus to the ASC via drop off/fax/email
  - Reviewed by the ASC
COMMONLY USED FORMS

**REGISTRAR FORMS**
(http://registrar.uconn.edu/forms-3/)

Add/Drop (Schedule Revision Request)
- Needed after the add/drop period (10th day of classes)
- Follow chart under Academic Regulations in Catalog for which signatures are needed
- Check transcript to see if student has already dropped another course or whether adding the course would require excess credit
- **Registrar processes form**

Additional Degree
- Secondary degree will assign student to an advisor in their department
- **Completed forms need ASC signature**
- **Registrar processes form**

Minor Declaration
- Does not require ASC signature
- Signature on behalf of the department required
- **Some departments process forms in house, otherwise form can go to Registrar for processing**

Cancellation of Additional Degree/Double Major/Minor
- Student fills out form
- No other signatures needed
- **Registrar processes form**

Pass/Fail
- Form is from Registrar
- No other signatures needed
- **Registrar processes form**
ASC FORMS
(http://clasadvising.uconn.edu/: click on "Forms")

Early College Experience/Non-Degree Coursework
- Go to http://nondegreedecisions.uconn.edu/
- No signatures required

Excess Credit Request
- Needs ASC signature
- Advisor signature is not required

Late Drop(s)
- Requires documentation for committee review & approval

Double Major
- Completed forms-processed at ASC
- Encourage students to talk to prospective department regarding new major and get signature

Substitutions
- For Gen Eds (for transfer and study abroad students only): complete online at ASC website
- For Major: department approves, notifies Director of Advising once Final Plan of Study is to be submitted. ASC will send approval to the Registrar
FREQUENTLY ASKED QUESTIONS

How does a student declare a major in CLAS?

Students are encouraged to fill out the online declaration form found at www.ppc.uconn.edu. This request can be directed to specific people in the department as needed.

Can a Storrs student take classes at a regional campus?

Yes, but if the majority of the course work (51% or more) is being completed at a regional campus, the student will be changed to the campus at which they are taking the majority of their courses. This will have an effect on their fee bill and might affect their chances of returning to Storrs. If the course work is split evenly, the student can decide which campus is on record.

Where should a student go if they are considering withdrawing from the University?

Students should contact the Dean of Students office (dos.uconn.edu).

What is the process for readmission?

All readmission applications are processed by the Dean of Students office. The criteria used for granting readmission is based on why the student separated from the University to begin with. Please refer the student to the ASC to determine what the appropriate course of action is. The official readmission application can be found at http://dos.uconn.edu/readmission-application/.

If a student repeats a course, does that change the original grade?

No, the original grade remains on the transcript and the **most recent** grade is what is calculated into the GPA.

MISCELLANEOUS/FOR YOUR INFORMATION

- International Students must remain enrolled in a minimum of 12 credits. If a student is requesting to drop a course, please consult the Immigration Services and International Center.

- If a student has AP or transfer coursework that creates a credit restriction issue, degree auditing can restrict the credits in a way that best suits the student. Please contact Degree Auditing in the Office of the Registrar for more information.

- If a student states that s/he has taken the foreign language requirement but it is not posted to his/her record, please refer the student to the Office of the Registrar. The student’s high school record may be on file and can be reviewed.