

Advising and Registration FAQ

Course Waivers & Substitutions

Q. What are the ways in which a student can earn credit for previous work?

A. There are several options. Student may use the Assessment of Prior Learning (APL) program, take one or more of the CLEP tests, or complete a Course Challenge with their advisor's support. More information on the options:

Employment experience, volunteer work, vocational or professional training can provide a substantial body of knowledge that may complement or substitute for formal college study. Therefore, students who are starting or returning to college after years of career and/or family life might be able to receive credit for prior learning and life experience through the Assessment of Prior Learning option offered at the Community College of Vermont (CCV). In cooperation with the Office of External Programs of the Vermont State Colleges, Lyndon awards credit for demonstrated competency from prior learning and life experience. Students enroll at the Community College of Vermont for the course Educational Assessment and Portfolio Preparation (EDU 1240) where they document all activities related to college-level work. Please talk with an admissions counselor about any of these programs for nontraditional students.

The CEEB College Level Examination Program (CLEP) offers credit by examination to those who believe they have achieved college-level learning through on-the-job training, independent study, correspondence courses, or televised lectures. Candidates may select any of the five general examinations or choose from a variety of specific subject examinations. Each test awards from three to six credits if passed above the minimum scores established by the CEEB and may be used to waive required or prerequisite courses in Lyndon's degree programs. Details concerning test dates and fees are available from: CLEP, College Entrance Examination Board, Box 592, Princeton, NJ 08540. For further information, contact the Registrar's Office.

Q. Who decides whether a course can serve as an equivalent to the course required per the catalog?

A. *Course Substitution Request*- Substitution of a specified LSC course for a required LSC course or of a transferred course for a required LSC course are approved by the Academic Standards Committee. Students need to initiate the process with the academic advisor. Even if a specific course requirement might be waived, the number of credits associated with required courses must be fulfilled through successful completion of other courses.

Q. What deadlines are associated with course waivers and substitutions?

A. Any changes to the declared degree program(s) must be approved prior to the end of the add/drop period of the final semester. Changes made after that date (including approved Course Substitutions and/or Waivers) require the student to reapply for graduation for a subsequent term.

Q. Who can answer additional questions about course waivers and substitutions?

A. The Registrar's office.

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Financial Aid

Q. Can students receive financial aid if only enrolled part-time?

A. Yes. Students can receive financial aid if they are enrolled in at least 6 credits per term.

Q. When do students need to file the FAFSA?

A. The priority deadline to file the FAFSA is approximately February 14th each year.

- Taxes do not need to be filed prior to submitting the FAFSA.
- Students are considered dependent until they are 24 years old and must report their parents' income; unless they have court documents that can show they were not in their parents' custody or participated in a homeless or runaway program.

Q. What is a VSAC grant?

A. Vermont residents may be eligible for additional grant money. Students must fill out the VSAC grant application each year at www.vsac.org.

Q. Can students run out of financial aid?

A. Federal Student Aid regulations: Students can only borrow \$31,000 in Direct Subsidized and Unsubsidized student loans. If a student borrows the maximum amount each semester they will exceed the loan limits by the end of their ninth semester.

The Pell Grant has a cap on the amount that a student can receive.

Q. Why would a student be placed on financial aid probation?

If a student has below a 2.0 cumulative GPA and is not successfully completing at least 67% of the classes they have attempted they can lose their federal financial aid. When a student withdraws from classes after the first week of the semester, these classes will count as attempted classes without credit being earned. Students must follow the appeal process through financial aid in order to receive financial aid for the following year.

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Registration

Q. When can students register?

A. Students are allowed to register for classes during the pre-registration weeks in the following order: seniors on Day 1 (usually a Monday), juniors on Day 3 (usually a Wednesday), sophomores on Day 5 (usually a Friday), and first year students on Day 9 (usually a Tuesday). Specific times and dates are published by the Registrar's office each term, and will be available on the portal and on the Registrar's lyndonstate.edu page.

Q. What are some of the most common reasons a student would be unable to register in any given term?

A. In order to be eligible to register online students will need to have met with their advisor and have been cleared to register online.

Other reasons that would prevent online registration: a financial, medical, academic, or library hold.

Solutions:

Financial hold: contact Student Services to speak with a financial consultant. Students do not need to resolve a payment issue immediately, only develop a plan with the consultant to resolve the issue.

Medical hold: contact the Health Services Office (in the Brown House) – Paula Chamberlin x6440

Academic hold: contact Academic Support - LAC 325 x6210

Library hold: bring Add/Drop slips to the Registrar's Office and they will override the hold

Students may only register as of the designated day/time for their current class standing, which is determined by the number of credits earned at the time of registration. Students may register past their designated date, but will then be competing with more students for seats in classes.

Class Standing

First Year: 0–30 credits

Sophomore: 30–59 credits

Junior: 60–89 credits

Senior: 90+ credits

Q. Where can a list of the upcoming semester's courses be found?

A. On the portal, Web Services "Student Registration" tab has the most up to date searchable list of course offerings and availability. The Registrar's page on lyndonstate.edu has a PDF spreadsheet of the course schedule that will be offered. However, this list is subject to frequent change based on course cancellations, additions, instructor, room, and other adjustments.

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Q. What are some of the recommended resources and options for finding courses and building a semester schedule?

A. Staff in the Advising Resource Center or Academic Support can help students search the course offerings in Web Services. Students may also find several other helpful tools there, including blank time block sheets, four year planning spreadsheets, lists of GEU requirements and options, and more.

Faculty advisors are also excellent resources, especially for classes within the major, and should be the definitive guides of a student's progress to degree.

Instructors in College Skills or Intro to Major courses may also be good resources for support.

Peer Leaders and RA's, as more experienced students and leaders on campus, may have additional tips and assistance to add.

Q. How can students find which GEU courses are offered?

A. The PDF course schedule identifies GEUs in the first column of the spreadsheet (i.e. LGPP5). Or, if searching for classes through Web Services, students can find GEU category classes offered in a given term by using the pull down menu in the lower right hand corner of the search field "search by course type". The pull down menu will include any category codings for all five colleges, so be sure to select the LG--- options.

Q. Can LSC students take courses at the other Vermont State Colleges while enrolled at LSC?

A. Yes. Courses completed within the Vermont State Colleges are treated as if taken at Lyndon State College and automatically appear on the student's Lyndon transcript. Classes taken at other colleges may or may not count for specific degree requirements, but the credits will always count toward the overall credits earned.

Q. Can students take Lyndon GEU courses at the other Vermont State Colleges?

A. Yes, as long the course numbers match the GEU course at LSC. The options can be searched through Web Services > Student Registration > Search for Sections. Select the other college (most commonly CCV) and the appropriate term from the dropdown menu at the top of the search screen, select "location" (most commonly CCV Online) from the dropdown menu at the bottom left, and select "course type" (one of the LG--- options) from the dropdown menu on the bottom right.

Q. How can students add a minor?

A. Students must complete the Degree Program/Advisor Change form. The minor options are listed all together on the back page.

Q. Who can answer additional questions about registration?

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A. Staff in the Registrar's Office or the Advising Resource Center. Academic Support may also be able to help.

Summer Registration

Q. Are Summer term courses covered by financial aid?

A. Yes. A student may use some of their financial aid to cover summer courses but this could result in a lack of aid to cover their spring semester bill.

Q. What do students need to do in order to register for summer courses at LSC or CCV?

A. Students can register for summer courses after they have met with their advisor for fall registration.

Q. If students are planning to take summer courses at their local institution outside of Vermont, what do they need to do to make sure those credits will transfer?

A. Students must complete the **Off-Campus Study Form**. This form should be filled out and returned to the Registrar as soon as possible to ensure that courses will transfer. It can be found with the paper copy forms outside Student Services or via the Registrar's page on lyndonstate.edu

Q. Can students live on campus during the summer if they are taking classes?

A. Yes. Students must fill out a Break Housing application and be approved to live on-campus for the summer. There is a deadline for this application. The application can be found at <http://www.lyndonstate.edu/breakhousing>

Q. Who can answer additional questions about summer registration and related issues?

A. The Registrar, Student Services and Financial Aid offices are available to assist students with questions about summer registration.

Transfer Student Needs

Q. Do transfer students need to attend SOAR?

A. Past policy has been that transfer students with **44 or fewer credits** must attend the entire SOAR program.

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Transfer students with between **45–59 credits** are only required to attend part of the SOAR program. In this program, students attend a series of workshops that will provide all of the necessary information for matriculation at Lyndon as a transfer student.

With changes in the transfer process management, this may be subject to change.

Q. Who arranges the faculty advising appointments for transfer students?

A. Transfer students should contact Nora Vasquez, Assistant Director of Admissions in the Registrar's Office.

Q. What are the GEU requirements for students who have already earned an associate's degree elsewhere?

A. Students transferring into Lyndon to earn a Lyndon Associate's or Bachelor's Degree who have earned a previous Associate in Arts degree from a regionally accredited U.S. institution of higher education are waived from the full Lyndon general education requirement.

Students who have earned an Associate in Science degree who wish to earn a Bachelor's at Lyndon will have completed some of the General Education requirements, and the specifics will be mapped by the Registrar's Office according to the actual classes completed.

Q. What is the process if a student wants to request a review of equivalencies that were not approved in the initial transcript evaluation?

A. Students should speak with their faculty advisor in their major department. If they are not sure where to begin, but feel that they may have a case for more equivalencies than initially granted, they may come to the Advising Resource Center for help in figuring out what questions to ask their advisor.

Q. Who can answer additional questions about transfer students?

A. The Registrar's office. Contact Nora Vasquez, Assistant Director of Admissions, in the Registrar's Office.

Veterans

Q. Who is the contact person on campus for Veteran's benefits?

A. Shane Mason in Student Services is our designated person to assist with Veteran's benefits.

Q. What supports exist at Lyndon for student veterans?

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A. The Gary Moore Student Veteran Center lounge is located in LAC 342. There are resources for Vets and the Veteran's club meets monthly at this location.

Q. Who can answer additional questions about veterans at LSC?

A. Thom Anderson is the faculty advisor of the Veteran's club.

Residential Life

Q. How many credits should students be taking during a semester to be eligible to live on campus?

A. Students must be enrolled in 12 credits to live on-campus.

Q. If students are unable to take the minimum required credits, who should they speak to about an exception to that housing requirement?

A. The Director of Student Life (Erin Rossetti) may grant permission for students to remain on campus with less than 12 credits.

Q. Are students allowed to stay on campus over the breaks?

A. Yes, if they fill out a Break Housing application.

Q. If I have a concern about a student's residential situation, who should I contact?

A. If it is urgent there is always an RHD on duty and they can be reached at 802-274-3152. For less urgent matters, the Student Affairs Office may be able to assist. x6418 Christina Cotnoir is the administrative assistant there.

Q. Who can answer additional questions about residential life and housing?

A. Erin Rossetti, Director of Student Life, can be reached at 802-626-6417 or by email: erin.rossetti@lsc.vsc.edu

Christina Cotnoir, the administrative assistant in Student Affairs, may also be helpful - 626-6418