

General Advisement Information for LIBERAL ARTS A.A. Majors

Revised October 18, 2006

General Curriculum Information

- ENG101 and ENG102:** Students must complete both English courses with at least a “C” before taking literature courses (200-level ENG courses). A “C” or higher in ENG 101 is required for ENG 102.
- CMN111 or CMN112:** Many colleges prefer CMN 112, Public Speaking, rather than CMN 111, Human Communication. Students should **not** take both courses.
- Social Science:** Choose as many different disciplines as possible if career goals are uncertain.
- Historical Perspective:** Both courses can be chosen from HIS101, HIS102, HIS112 and HIS113
- Diversity:** This is a good opportunity to choose a course in a different discipline
- Foreign Language:** Some 4-year colleges require 3 levels of the same language. Rutgers University will not accept foreign language credits at the 100-level for students who have had two or more years of that foreign language in high school. CLEP tests may be taken in the Academic Testing Center for credit for language fluency in Spanish, French, and German). The NYU Proficiency Exams provide credit in other languages (see Testing Center for details). SPA 107 and 108 are usually not transferable.
- Mathematics:** The recommended math choices for Liberal Arts majors are MAT108, 120, or 138. Rutgers only accepts MAT138 or above. If a student is considering Sociology or Psychology as a major, MAT 135 is the minimum requirement for MAT 200 and MAT141 is required for BIO101. Although MAT200 does not always transfer, it is a good foundation for further study in statistics.
- Natural Science and Technology:** BIO113, PHY111, and CHE 106 are good choices for non math, non science majors; however, if a student is interested in psychology or physical education at a transfer institution, BIO101 or BIO 103 are recommended.
- Concepts of Health and Fitness:** HPE111 is only on television. If a student does not have access to the college cable station, course tapes are available in the college library for overnight use (609 570-3561).
- General Education Elective:** This is a good opportunity to choose a special interest course. Please note that there are a variety of disciplines represented in the specified course list. Choose carefully; not all MCCC courses are General Education electives.
- QPA:** Retaking and passing courses that were previously failed will help to improve the QPA; however, at present the QPA calculates only the *most recent* grade of a course and not the highest grade.

General Advisement Information

Career Goals: If a student does not have a career goal, the following can assist in the search process:

- Explore interests. Different disciplines within the course categories offer the opportunity to explore different fields of study. Discussion with professors regarding the different careers represented in the disciplines also helps in the career search.
- SIGI PLUS, a computerized career assessment tool located on college website: http://www/mccc.edu/student_services_counseling_career.shtml -the printout of the results can help the career counselor guide the student. Career sessions are by appointment (609 570-3397).

Dual Admissions and Dual Degree Requirements: Dual admissions students need to check with transfer counselors each semester to be sure they are taking the specified courses. Students should also check their transfer courses at www.njtransfer.org.

Graduation: Applications are available at the Admissions Office (2nd floor of the Student Center) at WWC, or at the Enrollment and Student Services Dept. at JKC. The application should be filed by the fourth week of the student’s last semester. Application deadlines and forms are listed on the web site www.mccc.edu). All requirements must be successfully completed by the graduation date. The graduation application fee of \$35 is not refundable. The only graduation ceremony is held in May. Students who graduate in January or August may participate in the May graduation of the same year. (That is, students may walk in the May graduation if they register to complete all their coursework during the summer semester; their degree date in this case will still be August). Cap and Gown fitting deadlines are advertised throughout the campus. Students receive diplomas when all course requirements are completed.

Higher Math Placement Test: If a student does not need math skills courses and needs to take MAT141 or higher, the student should take the Higher Math Placement Test to ensure proper placement.

Honors Program: The MCCC college-wide Honors program will begin in Spring 2007. For more information, contact Carol Bork (LA 172, 570-3890, borkc@mccc.edu) or go to http://www.mccc.edu/programs_degree_honors.shtml.

“I” grades: “I” grades automatically turn into “F” grades after 16 calendar weeks if no grade change is submitted. It is the student’s responsibility to seek out the instructor to find out what needs to be completed during the time allotted.

Skills [Foundations] Courses: All new full-time MCCC students are required to take the free College Skills Placement Test. Exempt students include those with scores of 500 or higher on the SAT reading and math sections or with transfer courses in college math and English. All students whose first language is not English are required to take the free ESL placement test instead of the College Skills Placement Test. Placement tests are administered in the Academic Testing Center (LA 215).

Transfer: Not all MCCC courses transfer to all 4-year colleges and universities. Students should keep in contact with the transfer counselors (Laurene Jones, SC 230A, 570-3307 and Jennifer Nuechterlein, SC229B; 570-3571) and if possible the program advisors at the 4-year college/university. The website www.njtransfer.org offers information about NJ colleges and universities.

Transfer Credits from Another College: A program coordinator only accepts transfer credits that fulfill the requirements of the program in which the student is currently enrolled. If a student changes programs, the student should ask the Records Dept. clerk to send the transcript to the coordinator of the new program choice for re-evaluation.

Withdrawal from Courses: After the start of the semester, if a student decides to stop attending a course, he or she should formally withdraw from it by submitting the appropriate form to the Student Records office. Forms are available in the Liberal Arts Office or see Marge Archer in LA 171. Withdrawals must be submitted in the first two-thirds of the semester. Students will receive a W grade. Tuition and fees will not be refunded.

Veterans: If a student is a veteran, some courses need clearance from Paul Scheid (SC262, 570-3240).

Virtual Campus and Telecourses: For log in and schedule issues call Jennie DeLapo (SC229, 570-3317).