

NOTES
From Your DEAN



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Harkins 213 | x 2495
www.providence.edu/dean

Summer Coursework



If you are thinking about taking summer coursework either at Providence College or another institution, the process is outlined below. Please understand that summer coursework is permitted for make-up or enrichment purposes only and is not intended to "advance your status". In other words, you cannot take summer coursework with the intention of graduating earlier than expected. For more information on summer study abroad options please contact the PC Center for International Studies.

PROVIDENCE COLLEGE (SCE)

- Determine your unfulfilled degree requirements in advance of summer registration.
- Review the Dean's Approved Summer SCE Course List at www.providence.edu/dean. This list contains the approved courses and how they will be applied to your program of study (major/minor, core or free elective credit).
- Obtain course approval from your class dean in Harkins 213.
- SCE Summer Registration opens on 4/28/08. The cost per 3-credit course is \$789 and typically payment is required upon registration.
- Additional details regarding summer course registration will be available on the Dean's website at www.providence.edu/dean.

OTHER COLLEGE/UNIVERSITY

- Determine your unfulfilled degree requirements in advance of summer registration.
- Identify a specific course at an accredited college/university that you believe will fulfill a requirement and verify with the Dean's Office that the course is "transferable" to PC.
- Once you have confirmed that PC will accept the course, you must obtain formal approval from your class dean in Harkins 213.
- You must earn a "C" or better, and the course will appear on your PC transcript with a grade of "T", which does not calculate into your GPA.
- Finally, you must promptly arrange to have an official transcript sent to the PC Records Office.

DECLARING A MINOR OR CERTIFICATE PROGRAM

Students whose academic interests extend beyond their major discipline may enroll in an approved minor or certificate program. Such a program, which normally consists of six or seven courses of at least three credits per course outside of student's major, includes specific requirements as determined by individual academic departments or programs. **Formal declaration of the minor or certificate program should be no later than the end of the fall semester of the senior year, unless otherwise stipulated.** You may obtain the *Academic Program Adjustment Form* from the Enrollment Services' website or the Dean's Office.

Dean's List



Full-time students (12 credits minimum) who at the end of the semester have attained an average of 3.55 or better and no grade lower than a "C" and with no incomplete grades ("I" or "NM") are placed on the Dean's List for that semester.



Commencement Day
Sunday, May 18th, 2008

The future belongs to those that believe in the beauty of their dreams.

-Eleanor Roosevelt

What is a Degree Audit?

The degree audit is an unofficial academic evaluation that outlines your program requirements and matches your courses against them so that you can track your academic progress.

You are encouraged to use your degree audit in your academic planning each semester, especially in advance of course registration. **You are ultimately responsible for meeting all of your graduation requirements and the degree audit allows you to understand whether you are or are not on track to meet these requirements (major/minor/core and free electives).**

Suzie Snow
000555111

Major: Biology
Minor: Writing

Cum GPA: 3.42
Bio 103: unfulfilled

rent
berFriar Audit Evaluation.

How can I access my degree audit? All admitted and current students have access to their degree audit online through CyberFriar Audit Evaluation.

Who has access to my degree audit? Your faculty advisor and class dean use your degree audit for advising purposes and to assist you each semester in your course selection. Ultimately, your degree audit is used for graduation clearance. Department chairs/program directors also have access to all the degree audits of students who are in their majors, minors, or certificate programs.

Academic Year Internships

Juniors and **seniors** in good academic standing are eligible to participate in academic internships, which typically take place over the course of one semester and offer 3-credit hours. Students may earn no more than six internship credits toward their degrees. An internship is a structured, supervised work situation that enables a student to gain practical experience and exposure to a particular career/professional field. Internships take place in a variety of business, government and non-profit settings.

All students participating in academic internships have both a faculty supervisor and a site supervisor. The academic department/program will assign or assist students in the selection of a faculty supervisor. The faculty supervisor oversees the academic components of the internship while the site supervisor oversees student performance at the internship site.

The specific guidelines for academic internships vary by academic department/program. These guidelines offer details about course registration, prerequisites, faculty supervision, grading, time commitment, requirements and deadlines. Academic internships typically require a time commitment of 8-12 hours per week at the internship site and may or may not include a weekly seminar. Academic requirements are at the discretion of the academic department/program and/or faculty supervisor.

Interested students are encouraged to consult with the academic department related to their internship interest, your class dean and the college internship coordinator in the Office of Career Services.

