

TO: MEMBERS OF THE CLASS OF 2015
FROM: REGISTRAR'S OFFICE
SUBJECT: COURSE SELECTION
DATE: SUMMER 2011

Enclosed are the course selection materials for the Fall Semester. These materials may seem confusing at first, but if you relax, take your time, and read everything carefully, completing the course selection process should be relatively easy.

CURRICULUM AND GRADUATION REQUIREMENTS

Albright has a course unit curriculum. Under this system, each course is worth one unit. You must complete a minimum of 32 course units to graduate from Albright. Each course unit is equal to four credits.

Albright's curriculum consists of three components: General Studies (the liberal arts courses that all students take), the Area of Concentration (the specific academic major) and Electives (courses chosen by the student). Attachment III gives additional information on Albright's curriculum and graduation requirements.

DIRECTIONS

A First-Year Student usually takes four courses during the Fall Semester, including a First-Year Seminar. A typical schedule is:

- First-Year Seminar
- English Composition Course
- Foreign Language Course
- One General Studies Course or Introductory Course in your Area of Concentration

You may not take more than four courses a semester during your first year. (Note: Choir, Band, Orchestra, and Music Lessons do not carry academic credit so you may register for these courses in addition to the four courses.) Three courses per semester is considered full-time.

The enclosed Master Course Schedule lists the courses that are available to Freshmen. Descriptions of these courses are in the college catalog at www.albright.edu/catalog/courses.html. You should use the Master Course Schedule and the Schedule Examples (Attachment I) to select the courses you would like to take this Fall.

After choosing your courses, write your selections on the registration form. An example of a completed registration form is on Attachment IV.

ENGLISH COMPOSITION

Albright has a two-course requirement in English Composition/Writing: **English 101, Composition** and **English 102, Writing About Literature**. Most students must take both courses. Some students are exempt from English 101 and will be placed directly in English 102 based upon writing skill level, as evidenced in high school grades, particularly English grades, and SAT scores (if applicable). Note that changes based on AP test results may not yet be reflected in this placement information. Your packet contains a notice indicating your English Composition placement.

FOREIGN LANGUAGE

ALL STUDENTS must fulfill the Foreign Language General Studies Requirement. See Attachment II for details. We usually recommend that you begin your foreign language study during your first semester. However, if you did not do well in your high school language courses, we do not recommend that you take a language during your first year.

MATHEMATICS/QUANTITATIVE REASONING

Albright requires that all students complete a 'Quantitative Reasoning' course. These courses include mathematics, accounting, and statistics courses and other specially designated courses.

Recommendations: Education students should take a Math course (see TEACHER CERTIFICATION PROGRAMS, below). Math and Physics majors and Chemistry majors who don't have to take ENG 101 should take Calculus I (MAT 131). Other students may take a Math course but are not required to complete this requirement during their first semester. Many concentrations require a specific Quantitative Reasoning course. Therefore, if you are interested in concentrating in one of the following areas (and are not in Education), we recommend that you do not take a Math course this semester: Anthropology, Business, Child & Family Studies, Crime & Justice, Criminology, Economics, Environmental Studies, International Relations, Political Science, Psychology, Psychobiology, and Sociology.

FIRST-YEAR SEMINAR

All students are required to take a First-Year Seminar in either the fall or spring semester. This is a small seminar that introduces you to academic study in the liberal arts at the college level; each seminar reflects a different topic chosen by the faculty.

The enclosed First-Year Seminar Schedule includes descriptions of the Seminars. To register for your Seminar, please include five Seminar sections in order of preference on your registration form. **Note:** If all Seminar sections fill, you may be assigned to one in the Spring Semester instead.

OTHER COURSES

Your remaining selections may be made from General Studies courses, basic courses for your Area of Concentration or Elective courses. Certain programs require that you select basic courses early. Examples for the most common Areas of Concentration are listed on Attachment I.

ALTERNATE COURSES

Albright believes that small classes provide students a better opportunity to interact with their professors and with other students. In order to maintain small classes, maximum enrollment capacities are set for each course. This means that a course you selected may be filled and closed to further enrollment. **You should list two alternate courses on your registration form, especially for General Studies courses.** If a course you selected is closed and no alternates are listed, we will register you for a course we feel is appropriate.

FACULTY ADVISER

Academic Advising is a key aspect of your liberal arts education at Albright. Advising partners you with one or more faculty members who can help you with information about the curriculum and academic policies, with thinking out your larger goals, and with connections to campus resources you may want or need. At Sneak Peek students meet with a Faculty Adviser, and then during the summer you will be assigned one or more "permanent" Faculty Advisers who will continue to help you plan your academic program and assist you with future registrations. You will have the opportunity to meet with that Adviser(s) during Orientation. We encourage all students to review the information about academic advising, including your role as an advisee, available on our website at www.albright.edu/catalog/acad-advising.html.

AP EXAMS

Albright participates in the Advanced Placement Examination Program. Generally, if you earned a score of 4 or 5 on an AP exam, you will receive one unit of credit for a designated Albright course. If you earned a score of 3, you will not receive credit, but you will receive competence/placement for a designated Albright course. This means that you do not have to take this course at Albright. Usually, a course for which you receive competence/placement satisfies a General Studies requirement. We will notify you of your AP Exam results during the summer.

COURSES AT OTHER COLLEGES

If you have previously taken college level courses, an official transcript should be sent to Albright's Registrar's Office to receive credit for these courses. We must receive this official transcript by October 15, 2011.

TEACHER CERTIFICATION PROGRAMS

It is important that you work closely with an Education Department advisor to plan your course of study, especially since the Pennsylvania Department of Education recently revised its teacher certification guidelines, which will affect all students who graduate after August 2013.

In line with these new guidelines, Albright offers teacher certification programs in Early Childhood Education (preK-grade 4); Middle-level Education (grades 4-8), Secondary Education (grades 9-12), and in Art Education and Foreign Language Education (grades K-12). Because of the state guideline changes, Special Education is no longer offered on the undergraduate level at Albright, but is available through the "4+1" program or purely on a post-baccalaureate basis.

Albright Education programs preserve a liberal arts focus while meeting PDE requirements. Students in the Art, Foreign Language (French or Spanish), and Secondary Education programs concentrate in the academic subject area they wish to teach and take additional specified courses for certification. Secondary students may be certified in either English, Mathematics, Biology, Chemistry, Physics, or Social Studies (students interested in Social Studies usually concentrate in history or political science). Students in the new Middle-level certification undertake an interdisciplinary concentration that focuses on either Math, Science, Social Studies, or Language Arts. Early Childhood students will combine their study of Education with a 7-course co-concentration in a liberal arts area.

Secondary Education students generally follow the recommended course schedule for their concentrations listed in Attachment I. They should take a Math course (either MAT 102, 110, 120, 125 or 131) as a General Studies Course.

The recommended schedule for **Early Childhood Education** is:

- First-Year Seminar or PSY 100
- ENG 101 Composition
- Foreign Language
- Math Course (either MAT 102, 110, 120 or 131)

Those who place out of ENG 101 should instead take: PSY 100 General Psychology *or* a Humanities course in Philosophy or Religious Studies *or* an introductory course in their Area of Concentration.

If you are interested in Education, you *must* consult with a member of the Education Department faculty early in your first semester and be assigned an Education advisor.

PRE-PROFESSIONAL HEALTH PROGRAMS

Albright College offers courses that prepare students for admission to professional schools of medicine, optometry, osteopathy, dentistry, pharmacy, dental hygiene, physical therapy, or veterinary medicine.

Pre-professional students select a traditional Area of Concentration. Most students concentrate in Biology, Biochemistry, Chemistry or Psychobiology but may concentrate in any area. The required core science courses are: General Chemistry (2 semesters), Organic Chemistry (2 semesters), Human Biology (4-5 semesters), Physics (1-2 semesters) and Calculus (1-2 semesters).

The most common first semester schedule for pre-professional students is:

First-Year Seminar
ENG 101 Composition
Foreign Language
BIO 201 General Biology I

Those whose place out of ENG 101 should instead take CHE 105 Analytical Chemistry

COPIES OF SCHEDULES

You will receive a copy of your schedule at Orientation. A copy will also be in your Campus Center mail box.

"FERPA" AND PRIVACY WAIVERS

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. Generally speaking, you as a college student are considered an adult, and the College may not discuss your academic, financial, or other matters with anyone else, including your parents/guardian, without your permission. Students are given the opportunity to waive this privacy for designated individuals if they so desire. Enclosed is a FERPA form that you may complete, sign, and return to the Registrar's Office to allow disclosure of information to persons you designate, and only the specified kinds of information you designate. Doing so is voluntary, and if submitted the form must be completed and signed *by the student*. At Sneak Peek and Orientation there will be further explanation of FERPA; the federal informational website also has more details:
<http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html>.

If you have any questions about registration, please contact the Registrar's Office at (610) 921-7256, between 8:00 am and 4:30 pm Monday through Friday or by e-mail at dballaban@alb.edu. We can usually answer your questions on the phone or by e-mail, but we would also be happy to meet with you.

Your course selections will be reviewed by members of the Academic Affairs staff. We may change your schedule if we feel you have selected an inappropriate course. Our goal is that your course schedule gives you the best chance for a successful first semester at Albright.

IMPORTANT: Please remember that the schedule you selected is only tentative. Because of limits on class size, we may have to re-arrange your schedule. Please do not make any outside commitments until you receive your final schedule, which you will receive at Orientation.

ATTACHMENT I

EXAMPLES OF FRESHMEN SCHEDULES (see p. 3 of this memo for Education schedules)

ANTHROPOLOGY*
FIRST-YEAR SEMINAR
ENG 101
FOREIGN LANGUAGE
SOC 101

ACCOUNTING
FIRST-YEAR SEMINAR
ENG 101 (if exempt MAT 125)
FOREIGN LANGUAGE
ECO 105

ALPHA (UNDECIDED)
FIRST-YEAR SEMINAR
ENG 101
FOREIGN LANGUAGE
GENERAL STUDIES COURSE

ART
FIRST-YEAR SEMINAR
ENG 101
FOREIGN LANGUAGE
ART 101 OR 113

BIOLOGY
FIRST-YEAR SEMINAR
ENG 101 (if exempt CHE 105)
FOREIGN LANGUAGE
BIO 201 OR BIO 202

BIOCHEMISTRY
FIRST-YEAR SEMINAR
ENG 101 (if exempt BIO 201)
FOREIGN LANGUAGE
CHE 105

BUSINESS & ECONOMICS*
FIRST-YEAR SEMINAR
ENG 101
FOREIGN LANGUAGE
ECO 105

CHEMISTRY
FIRST-YEAR SEMINAR
ENG 101 (if exempt MAT 131)
FOREIGN LANGUAGE
CHE 105

CHILD & FAMILY STUDIES*
FIRST-YEAR SEMINAR
ENG 101
FOREIGN LANGUAGE
PSY 100 OR SOC 101

COMMUNICATIONS
FIRST-YEAR SEMINAR
ENG 101
FOREIGN LANGUAGE
GENERAL STUDIES COURSE

COMPUTER SCIENCE
FIRST-YEAR SEMINAR
ENG 101
FOREIGN LANGUAGE
CSC 141

CRIMINOLOGY*
FIRST-YEAR SEMINAR
ENG 101 (if exempt POS 101)
FOREIGN LANGUAGE
SOC 101

DIGITAL MEDIA
FIRST-YEAR SEMINAR
ENG101
FOREIGN LANGUAGE
ART 265

ENGLISH
FIRST-YEAR SEMINAR
ENG 101
FOREIGN LANGUAGE
GENERAL STUDIES COURSE

ENVIRONMENTAL SCIENCE
FIRST-YEAR SEMINAR
ENG 101 (if exempt CHE 105)
FOREIGN LANGUAGE
BIO 202 or BIO 201

ENVIRONMENTAL STUDIES*
FIRST-YEAR SEMINAR
ENG 101
FOREIGN LANGUAGE
SOC 291

FASHION
FIRST-YEAR SEMINAR
ENG 101
FOREIGN LANGUAGE
FAS 105 or FAS 112

HISTORY
FIRST-YEAR SEMINAR
ENG 101
FOREIGN LANGUAGE
HISTORY COURSE

INTERNATIONAL RELATIONS*
FIRST-YEAR SEMINAR
ENG 101
FOREIGN LANGUAGE
POS 202

MATHEMATICS
FIRST-YEAR SEMINAR
ENG 101
FOREIGN LANGUAGE
MAT 131

MUSIC BUSINESS
FIRST-YEAR SEMINAR
ENG 101
FOREIGN LANGUAGE
MUS 115

PHYSICS
FIRST-YEAR SEMINAR
ENG 101
FOREIGN LANGUAGE
MAT 131

POLITICAL SCIENCE*
FIRST-YEAR SEMINAR
ENG 101
FOREIGN LANGUAGE
POS 101 or POS 202

PSYCHOLOGY*
FIRST-YEAR SEMINAR
ENG 101
FOREIGN LANGUAGE
PSY 100

PSYCHOBIOLOGY*
FIRST-YEAR SEMINAR
ENG 101 (if exempt BIO 201)
FOREIGN LANGUAGE
PSY 100

SOCIOLOGY*
FIRST-YEAR SEMINAR
ENG 101
FOREIGN LANGUAGE
SOC 101

THEATRE
FIRST-YEAR SEMINAR
ENG 101
FOREIGN LANGUAGE
THR 101

IMPORTANT: If you are not an Education student, please DO NOT take a Math course if you think you may be interested in an Concentration indicated with an asterisk *. These Concentrations require specific Quantitative Reasoning courses.

IF YOU DO NOT HAVE TO TAKE ENG 101, YOU SHOULD SELECT A GENERAL STUDIES COURSE OR THE RECOMMENDED CONCENTRATION COURSE.

ATTACHMENT II

GUIDELINES FOR FOREIGN LANGUAGE REGISTRATION

Please read the following guidelines and select the appropriate course. Your choice will be reviewed by the Registrar and the Department of Modern Foreign Languages and Literatures.

The number of courses required to complete the Foreign Language requirement depends on the level you begin with:

Beginning at Elementary (101) Level -- Three courses in the same language:

- Elementary I (101)
- Elementary II (102)
- Intermediate I (201)

Beginning at Intermediate (201) Level -- Two courses in the same language:

- Intermediate I (201)
- Intermediate II (202)

Beginning at Advanced (301) Level -- One course:

- Advanced I (301).

In general, it is recommended that you continue with the language you took in high school. College language instruction requires a significant time investment for many students. These courses typically meet four times per week.

1. If you had four years of language in high school with grades of B or higher, you should select
 - 203 in Spanish,
 - 301 in French
 - 201 in German
2. If you had three years of language (or four years with grades less than B's), you should select 201 or 203 if your background is strong, or 101 if you feel your background is weaker.
3. If you had two years of language you should select 101.
4. You may start a new language at the 101 level.
5. International students complete the foreign language requirement by taking special courses on American English (SPI 101 and 102). NOTE: International students who only speak English are required to complete the regular foreign language requirement.
6. We usually recommend that you start your language during your first semester. However, if you did not do well in languages in high school (for example, one or two years with C and D grades) you should not take a language your first year.
7. If you have a clinically documented disability that affects your ability to learn a foreign language, you should contact the Academic Learning Center at 610-921-7662 for information about potential accommodations should you qualify.

Albright offers, through our Department of Modern Foreign Languages and Literatures, courses in French, German, Spanish, and Chinese.

Albright also offers, through our Department of Classical Languages, courses in Latin and Classical Greek that may be used to satisfy the General Studies Foreign Language requirement. The guidelines described above also apply to Latin. Students who have studied Latin in high school and who have questions about their placement level should contact Dr. Fuchs, Chair of the Classics Department, at (610) 921-7792. Elementary and Intermediate Latin and Greek are offered in alternate years: Elementary Latin and Intermediate Greek are being offered this year.

ATTACHMENT III

GRADUATION REQUIREMENTS AND CURRICULUM

To graduate from Albright College, a student must complete a minimum of **32 course units**, complete the Cultural Experience requirements, and earn a 2.00 overall grade point average and a 2.00 grade point average in the courses required for the Area of Concentration.

1. **GENERAL STUDIES COURSES** - thirteen to sixteen courses from the following areas:

First-Year Seminar – a special academic seminar taken in the student's first year.

English Composition - Two courses: English 101 and English 102. Certain students may be exempt from English 101.

Humanities – Four courses from at least three of the following areas:

- a. Literature
- b. History or Advanced Foreign Language Cultural
- c. Philosophy
- d. Religious Studies

Foreign Language - One to three courses of the same language:

1. Beginning with Elementary Level:
Elementary I (101), Elementary II (102), Intermediate I (201)
2. Beginning with Intermediate Level: Intermediate I (201), Intermediate II (202)
3. Beginning with Advanced Level: Advanced I (301)
4. International Students: American English I and II (SPI 101 and 102)

Natural Science - One laboratory course in Biology, Chemistry or Physics. Certain Special Interest (SPI) courses also meet this requirement.

Quantitative Reasoning - One course that involves numerical analysis from Mathematics, Accounting, Statistics or other designated areas.

Social Science - Two courses, from two different Social Sciences: Economics, Political Science, Psychology, Sociology/Anthropology. Statistics courses do not meet this requirement.

Fine Arts - One course from Art, Music, or Theater. Participation in Choir, Orchestra or Band for four semesters will also satisfy this requirement.

Interdisciplinary - One course

2. **AREA OF CONCENTRATION COURSES** - Generally, thirteen courses for a single Area of Concentration and fourteen courses for a Combined Area of Concentration.

3. **ELECTIVE COURSES** - Approximately four courses selected by the student (the actual number is determined by the student's concentration(s)).

ATTACHMENT IV

EXAMPLE OF COMPLETED REGISTRATION FORM

ALBRIGHT COLLEGE REGISTRAR'S OFFICE
STUDENT PERSONNEL RECORD (SPR) & CLASS REGISTRATION

LAST NAME: Forgach FIRST NAME: John M.I.: P HOME PHONE: 123-456-7890 CELL PHONE: 098-765-4321
 Norman Dr STREET ADDRESS: West Mifflin PA SEX: M BIRTH DATE: 5/18/91 HOME E-MAIL ADDRESS: ipf@no.com
 CITY: West Mifflin STATE: PA ZIP CODE: 15236 RELIGIOUS PREFERENCE: Druid
 US CITIZEN: YES or NO: Y COUNTRY (IF NOT U.S.): _____

THE FOLLOWING ITEMS ARE OPTIONAL:
These questions comply with the U.S. Department of Education's standards for ethnic and racial data collection.

ETHNICITY: Are you Hispanic or Latino? Yes No
 RACE: Please check all that apply:
 American Indian or Alaska Native Native Hawaiian/Other Pacific Islander
 Asian White
 Black or African American

Undecided - ALPHA
 AREA OF CONCENTRATION (MAJOR)

REGISTRATION

Dept Code	Number	Section	Instructor	Days & Times
ENG	101	A	Uhrich, William	8-8:50 MWF
FRE	101	A	Albright, Arcana	10-10:50 MWF & 2:30-3:20 TH
CHE	105	B	Graves, Christopher	2-2:50 MWF
CHE	105	LX	Member, Staff	12-3:50 T
CHE	105	LBV	Graves, Christopher	3-3:50 W
Mus	105	A	Binger, Adlai	4-5:20 MW
Adm/Bus	101	H	Brogan, Thomas	9:30-10:50 TTH
Adm/Bus	101	C	Sewell, Alice	9:30-10:50 TTH

Freshman Seminar (List five seminars in order of preference) Comments:
 1. FYS100J Perfect Children 4. FYS100O Creation
 2. FYS100C Hamlet 5. FYS100E Digital Art
 3. FYS100M Experimental Fiction

SCHEDULING WORK SHEET

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
8:00-8:50 <u>ENG101A</u>	8:00-9:20	8:00-8:50 <u>ENG101A</u>	8:00-9:20	8:00-8:50 <u>ENG101A</u>
9:00-9:50 <u>FYS100J</u>	9:30-10:50	9:00-9:50 <u>FYS100J</u>	9:30-10:50	9:00-9:50 <u>FYS100J</u>
10:00-10:50 <u>FRE101A</u>		10:00-10:50 <u>FRE101A</u>		10:00-10:50 <u>FRE101A</u>
11:00-11:50	11:00-12:20	11:00-11:50	11:00-12:20	11:00-11:50
12:00-12:50	<u>CHE105 LX</u> 1:00-2:20	12:00-12:50	1:00-2:20	12:00-12:50
1:00-1:50	<u>CHE105 LX</u>	1:00-1:50		1:00-1:50
2:00-2:50 <u>CHE105B</u>	2:30-3:50 <u>CHE105 LX</u>	2:00-2:50 <u>CHE105B</u>	2:30-3:50	2:00-2:50 <u>CHE105B</u>
3:00-3:50		3:00-3:50 <u>CHE105 LBV</u>	<u>FRE101A</u>	3:00-3:50
<u>Mus105A</u>		<u>Mus105A</u>		