

Guidelines for Advising for Honors Students

1. We have asked students to self identify as Honors Students when they meet with advisors.
2. Students should have checked their enrollment appointment on
3. Please be sure your advisee checks for any hold flags in ISIS that may need to be cleared.
4. The Honors Office mailed each student a progress report summarizing honors classes that have been completed and that are still needed. Contact the Honors Office if you do not have your progress report. You can contact the Honors Office at 978-934-2797, honors@uml.edu, stop by Southwick 320 on North Campus, or O'Leary 300D on South Campus.
5. View honors courses at the [Office of the Registrar](#). Note that all Honors courses have sections that have 300 level sections; e.g., 47.101.301 is the Honors section of General Psychology.
6. When scheduling classes students should consider the following items:
 - They need a total of 18 honors credits by the time they graduate; 3 of these credits come from taking Honors Workshop and 3 or 6 come from senior research.
 - The Honors Workshop (59.258) should be taken no later than the junior year as it is a preparation for writing the senior thesis.
 - Students who entered the Honors Program in or after Fall 2005 need to satisfy an honors writing requirement.
7. There are five ways to earn honors credits. Please review them below.
 - **Honors Courses** – An honors course is specifically designed for honors students, such as Honors Physics I (95.161). All sections of an honors course are “300” sections, and all students enrolled in the course should be striving to achieve honors credit. The class size is usually smaller than that of a traditional course: typically there are no more than 20 students in an honors course.
 - **Dedicated Honors Section of a Regular Course** – A dedicated honors section of a regular course is a “300” section of a non-honors course, such as Economics I (49.201 section 301). A dedicated honors section is similar to an honors course in that all the students in that section are striving to earn honors credit. However, there are also non-honors sections of the course that meet separately. The differences between an honors section and a regular section of the same course are that the size of the honors

section is smaller and the course content is “enriched” in some way.

- **Concurrent Honors Section of a Regular Course** – In a concurrent honors section of a course, a “300” section is created to run in the same room at the same time as a regular section. Students striving to earn honors credit register for the “300” section, where they will be required to complete additional assignments or projects above and beyond what is required for the regular section. In concurrent sections, the class size may be larger than in a dedicated honors section, but the honors students will nevertheless have opportunities to meet with the professor to discuss the material related to the honors component of the course. **Faculty should create a separate syllabus** for those students in the honors (“300”) part of the section indicating what alternate assignments they must complete and how those assignments will be counted toward their course grade.
 - **Honors-by-Contract** – Honors-by-contract is a way for students to obtain honors credit for a course that does not have a dedicated honors section or a concurrent honors section. This option is open **ONLY** to students enrolled in the Honors Program. The professor and student agree on a required project or set of assignments that must be completed in order to obtain honors credit. Students are responsible for filing the honors by contract form with the Honors Office **before the end of the add/drop period**. As with the concurrent honors section of a regular course, the faculty member should create a separate syllabus for the student completing the course as honors-by-contract.
 - **Graduate Courses** - A student may earn honors credit by completing a graduate course as an undergraduate. Any student who earns a B or better in any graduate course while still an undergraduate may use that course for honors credit.
8. To register for an honors course on ISIS, a permission number must be obtained from the **FACULTY** member that is teaching the course; in some cases the Department Chairperson may be able to provide permission numbers. The Honors Office provides permission numbers for Honors Workshop.

Thank you for supporting our Honors Students!
Please call the Honors Office x2797 with any questions or e-mail
honors@uml.edu.