

## Honors Student Guidelines for Improving the Advising Experience

1. Meet with your advisor and identify yourself as an honors student. Bring these guidelines with you, or forward a copy to your advisor by e-mail prior to your meeting.
2. Refer to the individualized progress report the Honors Office mailed to you, and bring that to your advising meeting as well. It summarizes the honors classes you have completed and how many honors credits you still need. 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](mailto:honors@uml.edu) or by stopping by Southwick 320, North Campus.
3. View your enrollment appointment on ISIS during the advising period. Your department may conduct advising differently; be sure to check with your department.
4. Check for hold flags in ISIS that may need to be cleared. Clear them.
5. View the list of honors courses on the Registrar's website <http://www.uml.edu/admin/registrar/> or stop by the Honors Office and pick up a Schedule of Classes.
6. When scheduling your classes consider the following items:
  - You need a total of 18 honors credits (typically, 6 classes) by the time you graduate; 3 of these credits come from taking Honors Workshop and 3 or 6 come from senior research depending on whether you do a one or two semester thesis.
  - Have you taken Honors Workshop (59.258) yet? You should by your junior year as preparation for your senior thesis/project. Wondering what the Workshop is about? Check the course website at <http://faculty.uml.edu/darcus>
  - Have you completed the writing requirement? This applies to students who entered the program in or after Fall 2005.
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-level" 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-level" section of a non-honors course, such as Economics I (49.201 has two sections, 201 and 301; 301 is the dedicated Honors section). A dedicated honors section is similar to an honors course in that all the students in that section are striving to earn honors credit. Non-honors sections

of the same course 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-level” section is created to run in the same room at the same time as a regular section. For example, Child and Adolescent Development (47.260) has many sections and two of them meet at the same time with the same instructor, 201 and 301; the 301 section is the concurrent Honors section. Students striving to earn honors credit register for the “300-level” 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-level”) part of the section indicating what alternate assignments they must complete and how those assignments will be counted toward their course grade. Students in the 300-level section may be required to register for an additional class meeting to facilitate meeting with the professor for the enrichment aspect of the class experience.

- **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. ISIS requires that you obtain a **permission number** from the FACULTY member who is teaching the course in order to register for an honors course, dedicated section, or concurrent section. The Honors Office can only provide permission numbers for Honors Workshop.