



Off-Campus Programs and the Registrar's Office



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Before you leave

- Writing Competence Exam completed? If not, you need to petition.
- Courses approved for Major? Minor? Concentration? Modes? Categories? (Global is satisfied by international off-campus experience.) See the Registrars' Office.
- Off-campus semesters are not considered when determining Dean's List or Albion Fellows.
- Either register for courses on-campus OR be reported as off-campus by CIE; you cannot do both.

Approvals Of Courses

- Courses may be approved by Albion dept. chairs and program directors to satisfy major/minor/concentration requirements – before or after being off-campus.
- Courses can be considered by the appropriate faculty committee for modes and categories by submitting a petition and course syllabus to the Registrar's Office.

While you are off-campus

- Exception to attend an off-campus program without having completed the Writing Competence Exam does not prevent a registration hold.
- If your last semester is off-campus, credits and grades must be received before your diploma and transcript with degree notation can be released.
- Save coursework and syllabi – you may need it after you return to campus!
- While off-campus you will be registered for 3 units of OCP. This will change when you return to the units you took off campus.

Off Campus Credits to Units

- Many programs use a different credit system for courses. For example –
 - U.C.C. 30 units = 4 units
 - U. of Aberdeen 60 units = 4 units
 - Australian Units 24 units = 4 units

Grading Options

- An Albion e-mail will be sent to you reminding you that all courses are graded numeric UNLESS you inform the Registrar's Office of courses to be taken Credit/No Credit. **Respond to that e-mail.**
- CR/NC grading is not limited to 1 course (as it is when on-campus). Courses approved for major, minor or concentrations must be graded numeric unless the dept. has approved CR/NC grading.

Registering for the Next Semester

- Check frequently for holds via ACIS. Advising and Health holds are entered before registration starts; accounting holds may be entered during registration. Prevent these holds before leaving campus or address them immediately when off-campus.
- Full-year off-campus programs: Often credit is awarded for full year, not at the end of the first term which impacts priority numbers for registration, housing. See me if you are going off campus for the entire year.

Do It Yourself or by Registrar's Office

- Registration information will be sent to you via your Albion e-mail account.
- You can register yourself, or if access and time zones may make that a challenge, e-mail your registration information and alternate courses to the Registrar's Office.
- We will register you on your day and time as quickly as possible.
- You can make changes via ACIS until August/January (depending on semester)!

After You Return - Grades

- Credit/No Credit grading – a 2.0 or C grade is required to earn Credit for the course.
- Many/most off-campus programs have a nationally, standardized and recognized grading scale that will be recorded on the official record of that program.

After You Return - Grades

- For example – Australian/New Zealand
 - High Distinction = A/4.0
 - Distinction = A/4.0
 - Credit = B/3.0
 - Pass = C/2.0
 - Conceded Pass = D/1.0
 - Failure = F/0.0
- U.C.C. - Ireland
 - 70 + = 4.0
 - 65 – 69 = 3.7
 - 60 – 64 = 3.3
 - 55 – 59 = 3.0
 - etc.

After You Return - Grades

- You must complete all aspects of the program – final exams, required hours for internships, etc.
- You must complete and have recorded a minimum of 3.0 units of credit (as required of fulltime on-campus students). More than 4.5 is an extra charge.

Courses on Transcript

- Your off-campus location is noted on the transcript.
- Courses are recorded on an Albion transcript to most closely match the transcript sent by the awarding college or program.
- Credits are awarded by a mathematical equation – 4 semester hours or 6 quarter hours = 1.0 unit.
- Full-year off-campus programs: extremely difficult to receive credit for less than full year attendance. Anyone going to London School of Economics see me.

Courses on Transcript

- Not all courses from off-campus will come back as 1 unit. Some will be .67 or .40 or .34 or .75 or It all depends on the number of hours in the course.
- This might have an impact if you are using one of those courses for your major/minor/concentration or are petitioning for a mode or category.

Questions?

- Contact the Registrar's Office
- By phone – 517-629-0216 or 0217 (all lines have voice mail)
- By fax – 517-926-0476
- By e-mail – ddunham@albion.edu,
rdunn@albion.edu, tlerma@albion.edu
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