Academic Advisor FAQs

- **How do students enroll in FYE?**

  **Fall:** Students will have their first opportunity to enroll in a fall FYE when they attend orientation, and at any time after they attend orientation during open registration periods throughout the summer, up to the last day of Drop/Add in August.

  **Spring:** Students who choose to wait until the spring semester to complete their FYE requirement will receive an email from FYE about halfway through the fall semester asking them for their first choice for pre-enrollment into FYE courses. All students will be hand-enrolled into their spring FYE until all FYE courses are opened for enrollment the day students with 0 credit hours can register for classes. Students who are unresponsive to FYE emails will have a hold on their account until they are enrolled in a spring FYE.

- **Why do students get error messages when they try to enroll in FYE?**

  **Class Restriction:** Students who have more than 30 hours of AP, IB, or Dual Enrollment credit will have to be placed by FYE into an FYE course. The College does not count IB and Dual Enrollment Credits when considering the FYE waiver requirement of having at least one year of college/university experience. Class restriction is also encountered for students who are coded as non-degree seeking, such as students taking summer courses, and other student-specific reasons.

  **Co-Requisite:** Students are trying to add one part of an FYE independently—all FYE courses must be enrolled in simultaneously. See [http://fye.cofc.edu/faq/howtoregister.php](http://fye.cofc.edu/faq/howtoregister.php)

- **What happens if a student does not pass their FYE?**

  According to the FYE Committee, “students required to complete a First-Year Experience must complete it within their first three consecutive academic terms. Once students begin the
FYE, they must be continuously enrolled until they have completed the requirement. Students who fail to complete the requirement in their first three academic terms must satisfy the requirement by continuously enrolling in a Learning Strategies class until they successfully pass the course.”

**Fall Admits:** Students who fail their fall FYE will be required to take a spring FYE. Students who fail their spring FYE will be required to take a summer online FYE course, a regular EDLS course in the fall semester, or a special FYE EDLS class with Mindy Miley in the fall semester depending on their academic standing at the end of the spring semester.

**Spring Admits:** Students who fail their spring FYE will be required to take another in the fall semester, and have the option to take the summer FYE course. Students who fail their fall FYE will have to take a regular EDLS course in the spring semester, or a special FYE EDLS class with Mindy Miley in the spring semester depending on their academic standing at the end of the fall semester.

- **How does FYE track students?**

  **Midterm Grades:** FYE runs Cognos reports to see which students are not enrolled in FYE and emails only those students when it comes time for enrollment for the next semester. Midterm and Final grades are closely monitored as well. Students with a F at midterm have a registration hold placed on their account so they will reach out to us and their professor(s) to receive the extra attention and help they need to be successful. Students with a D-, D, or D+ at midterm do not receive a registration hold, but will receive a similar email to those who have an F, encouraging them to talk to their professor(s)/CSL and reminding them of the consequences of not completing the FYE graduation requirement.
**Final Grades:** Students who have an F, W, WA, DA, or I as a final grade will receive the registration hold if it was not applied at midterm and get specialized emails about what they need to do to complete the FYE requirement. The student’s professors are brought into the discussion if the student earned an I, WA, or failed part of their LC but not the other part.

**Withdrawals:** FYE also tracks FYE withdrawals so students can be notified as early as possible about needing to enroll in an FYE for the next semester.

- **Can a student withdraw from one part of a Learning Community and still fulfill their FYE requirement?**

A student can complete the FYE requirement after dropping one part of a Learning Community as long as they pass the other course and continue to participate in their Synthesis Seminar (FYSS). To process this request, students can contact FYE for a Partial LC Withdrawal Form. This form is not posted online because we do not want to encourage students to do this and would rather they work to improve their grade and performance in the course. The form requires a reason for dropping and the approval signatures of both LC professors. The FYE Director will review the form and notify the student via email the approval or denial of the withdrawal. The withdrawal is processed directly with the Registrar’s Office since a student does not have the ability to drop only part of a Learning Community online. The due date for a partial withdrawal is the same as the campus-wide semester withdrawal date.

- **How does the FYSS attendance affect a student’s completion of the FYE requirement?**

The FYSS attendance policy states that students who miss more than 4 FYSS meetings will have to complete another FYE course the following semester, regardless of their grade(s) in the FYSE or LC courses. It is highly encouraged that professors and PFs create a grading component for the course that incorporates the FYSS attendance/participation into their grade in the
academic course(s). PFs notify FYE of students who have 2, 3, and 4 absences so we can email them reminding them of the attendance policy and the graduation requirement.

- **Why does my advisee have an FY hold on their account?**

  Typically the FY hold has a brief description about the nature of the hold, but if you need more information about a specific student contact FYE via fye@cofc.edu or 953-2153 to discuss a more in-depth explanation of the nature of the student’s hold.

- **Is it possible for a student to waive out of the FYE graduation requirement?**

  Students always have the option to fill out an FYE waiver form. A link to download the form is located on the bottom of the main FYE website. These are closely evaluated on a case-by-case basis and are rarely approved. In most instances, the waivers we have approved are from 2-year or 4-year transfer students with less than 30 hours who can demonstrate that they took a similar course at their previous institution. We do not approve waivers based on AP, IB, or Dual Enrollment credits. Students can email, fax, or turn in this form by hand to the FYE Director who will notify them via email of the decision.