

ACADEMIC ADVISING BY COLLEGE

College	Function of the Center	Lead Advisor(s)	Email Address
Agriculture, Forestry and Life Sciences	General services for all students in the college. Advising for undeclared students in the college.	Joseph Thames	jthames
Architecture, Arts and Humanities	Advising services for undeclared students in the college. Academic affairs office for all students in the college.	Lindsey Kovach	lgillen
Business and Behavioral Science	Advising services for pre-business students and 1 st semester freshman behavioral science students.	Rhonda Woods (A-F) Adam Hunter (G-M) Suerea Wooten (N-Z) Sandy Edge Ed De Iulio	rwoods hunter3 swooten sedge edeiuli
Engineering and Science	Advising services for general engineering and freshman chemistry students.	Alrinthea Carter Jessica Creel Meg Newton Andrew Edmunds Karen Thompson Erica Harper	alrinth pelfrey newton8 edmund2 kt eeharpe
Health, Education and Human Development	Advising services for 1 st and 2 nd year students and all student inquiries regarding change of academic program.	Kristin Goodenow Stacey Marcus Micky Ward	kristig staceym mickyw

CALHOUN HONORS COLLEGE

CONTACT: Bill Lasser, Director, LASSER, 656-4762 or Dana Irvin, Assistant Director, PARMA, 656-0407
www.clemson.edu/cuhonors/

Registering for Honors Courses

Honors courses are open only to those students who have been invited to and have accepted membership in the Calhoun Honors College. Students having difficulty registering for honors courses should be referred to the Calhoun Honors College office in 105 Tillman Hall.

Incoming Honors freshmen are encouraged to register for two honors courses their first semester. If, for any reason, an honors student registers for only one honors course and has to drop this course, the student would be removed from the Calhoun Honors College.

HON Courses

- 100-level HON courses are for freshman honors students only. These courses are limited to 15 students per class.
- 200-level HON courses are for all honors students.

ACADEMIC PROGRAMS

In addition to regularly taking honors courses and maintaining a 3.4 GPA, honors students are expected to set their sights on meeting the requirements of the following two academic programs, ***General Honors*** and ***Departmental Honors***.

General Honors

General Honors is designed to go along with General Education requirements and be completed in the freshman and sophomore years. However, these courses may be taken at any time during the student's undergraduate career. The purpose of General Honors is to broaden students' intellectual perspectives. General Honors does not have to be completed prior to a student pursuing Departmental Honors.

To be awarded General Honors, the following requirements must be satisfied:

- 1) Completion of a minimum of six honors courses of no less than three credits each (with the exception of CES H 102 which is 2 credit hours) and distributed as follows:
 - a) At least one course from three or more groups
 - Group 1 – Composition and Communication
 - Group 2 – Science, Mathematics and Engineering
 - Group 3 – Social Science
 - Group 4 – Arts and Humanities
 - Group 5 – Cross Cultural Awareness
 - Group 6 – Science and Technology and Society
 - Group 7 – Other
 - b) At least one course in three or more subjects (e.g., ENGL, MTHSC)
- 2) A cumulative grade point average of 3.4 or higher on all coursework completed at Clemson (non-honors as well as honors courses);
- 3) A grade of A or B in all courses completed to fulfill the requirements of General Honors.

Departmental Honors

The purpose of Departmental Honors is to provide honors students with the opportunity to do advanced, in-depth study, research or project within their major. Specific requirements are set by the student's department and are detailed in the *Honors Student Handbook*. Normally, a student undertakes Departmental Honors in the junior and senior years.

ACADEMIC POLICIES AND REQUIREMENTS

Regular Enrollment in Honors Courses

Members of the Honors College must take and complete at least one honors course each fall and spring semester. Any and all exceptions to this policy must have the prior, written permission of the Calhoun Honors College staff.

Dropping Honors Courses

Honors students should select their honors courses wisely. If the student's schedule includes only one honors course, dropping that course will result in removal from the Calhoun Honors College.

Minimum Grade Point Average

Members of the Calhoun Honors College must maintain a cumulative GPA of 3.4 or higher. Should a student's cumulative GPA fall between a 2.8 and a 3.4, she/he will be placed on honors probation and will have one semester to return to honors good academic standing. If at the end of the probationary semester the cumulative GPA remains below 3.4, s/he will lose all privileges of membership. If, at any time, an honors student's cumulative GPA falls below a 2.8, s/he will be removed from the Honors College.

Earning Honors Credit

Students receive honors credit by earning a grade of A or B in honors courses (except in limited circumstances in which courses are offered pass/fail). A course may not be taken for honors credit unless it has been approved as an honors course by the appropriate curriculum committees and by the Calhoun Honors College Committee.

Advanced Placement, International Baccalaureate, and Transfer Credit

Credits earned through the College Board's Advanced Placement (AP) Program, International Baccalaureate (IB) count for regular (non-honors) credit and cannot be used to exempt requirements of the Honors College.

Honors Contracts

On a limited basis, students may earn honors credit for a 3000- or 4000-level course by means of an Honors Contract. The purpose of such contracts is to enable students to experience the educational enrichment that typifies honors courses, and to explore topics in greater depth than is normally possible in a regular undergraduate course. Contact the Honors College for details.

INTERNATIONAL STUDENT SERVICES

There are many immigration regulations that apply specifically to international students. These regulations can, at times, differ from or add to existing Clemson policies. Below is a primer on need-to-know regulations for international students. Note: Any forms referenced below can be found at www.clemson.edu/administration/ia/services/forms.html. Upon completion, the form can be emailed to is@clemson.edu, or mailed to E301 Martin Hall, Box 345714, Clemson, SC 29634.

FINANCIAL SUPPORT DOCUMENTATION (Undergraduate and graduate students)

All incoming undergraduate international students will be required to provide proof of financial support for their studies in the US. Most will be required to show immediate access to fluid funds for their first year of studies, though some will be required to show proof of support for the duration of their academic program. Financial support can come from a variety of sources (e.g. – self, family, government, loans), provided the proof of support is no more than six months old.

ASSISTANTSHIPS (Graduate students only)

If a student is offered an assistantship or the financial support provided by the assistantship changes, the student will need to submit a copy of their offer letter to IS. If the student has any changes in scholarship funding, personal financial support, etc., the student will need to submit a new IS-50 Financial Certification form. When offering assistantships to internationals, it can be useful to refer to the IS-50 form to see the minimum required funding for one year of study. Any information relating to financial support will be explicitly stated in the student's Form I-20 or Form DS-2019 (certificate of eligibility for F-1/J-1).

CHECK-IN (ARRIVAL) (Undergraduate and graduate students)

When students first arrive in the US, they are required to physically check-in with IS, located in E301 Martin Hall. This should be one of the first things a student does upon arrival at Clemson University. Students need to bring all of their immigration documents with them. If they are on an assistantship, they also need to meet with Mack Howard or Pablo Unda, in Clemson's human resources department in the Administrative Services Building. New students are also required to attend the new international student orientation. You will be notified of the date of orientation via email. For additional information regarding orientation, please contact International Services at is@clemson.edu.

COURSE ENROLLMENT/WITHDRAWAL (Undergraduate and graduate students)

Students must be enrolled as a full-time student (a minimum of twelve (12) credits for undergraduate students or nine (9) credits for graduate students) each semester. If a student is not enrolled full-time, review the instructions on the IS-125 Reduced Course Load (RCL) form. This form should be completed by the student, signed by the student's academic advisor and then submitted to IS. This must be done within fifteen (15) days of the first day of the semester or the student will risk being in violation of his/her immigration status. There are a limited number of reasons that allow a student to reduce his/her course load. If a student wishes to withdraw from a course at some point during the semester, prior authorization is required. Authorization for the RCL will be submitted into the U.S. Immigration and Customs Enforcement's database, the Student and Exchange Visitor Information System (SEVIS), at the time that students are registered in SEVIS for the semester. When a student is in his/her final semester (even if it is in the summer), the student must be enrolled in at least one credit hour.

MAJOR CHANGE (Undergraduate and graduate students)

If a student would like to change majors, the student must submit an IS-120 Request to Amend Form I-20. This change will be reflected in SEVIS and the student will be issued a new I-20 form.

ONLINE PROGRAMS AND COURSES (Undergraduate and graduate students)

In order to maintain valid legal immigration status, students may enroll in only one online course per semester. However it cannot be their only course. All other courses must require the student's physical presence in the classroom. Please note that students who are enrolled in exclusively online programs are not eligible to come to the U.S. for their studies.

CO-OPERATIVE EDUCATION PROGRAM/INTERNSHIP (Undergraduate and graduate students)

If a student is interested in participating in a co-op or internship program, he/she must first secure a training position for the co-op/internship program and then apply for Curriculum Practical Training (CPT) through the IS office. The student must utilize the IS-130 Request for CPT Authorization form and drop off all required documents at IS for approval. Please note that the student *must* be authorized for CPT before he/she can begin a co-op/intern program.

STUDY ABROAD (OUTSIDE OF THE U.S.) (Undergraduate and graduate students)

If an international student wants to study abroad in a country other than the U.S., he/she must make an appointment with an IS advisor to discuss his/her plans. Please note that if the student will be studying in another country for his/her first semester of study prior to enrollment at Clemson, the student's department *must* notify IS as soon as possible with a detailed description of the student's plan of study. Without completing this step, the student may have difficulty entering the U.S.

FAMILY VISITATION (Undergraduate and graduate students)

Students who would like to have their family visit them in the U.S. for a short period of time must complete either the IS-76 form Invitation Letter (to be used for regular visits) or IS-77 form Graduation Invitation Letter (if the family members are coming specifically to attend the student's graduation ceremony). This does not apply to students with families from Visa Waiver Program (VWP) approved countries; these students do not need invitation letters. Please see travel.state.gov/visa/temp/without/without_1990.html for details.

PROGRAM END DATE (Undergraduate and graduate students)

When a student completes all of his/her required coursework (including thesis/dissertation work), the student's program (from the perspective of the Federal Government) has ended even if the student has not met Clemson's graduation deadline for that given semester. The end date of the I-20 should be based on when all required coursework and research will be completed (not the student's graduation date).

TRANSFER-OUT STUDENT (Undergraduate and graduate students)

If a student decides to transfer from Clemson to another academic institution in the US, the student will need to submit either an IS-101 Transfer-Out F-1 SEVIS Record Form or an IS-271 Request to Transfer-Out J-1 SEVIS Record Form, along with a copy of the acceptance letter to the US institution to which the student will be transferring. The student will know whether he/she is currently an F-1 or J-1 student and should submit the appropriate form to IS. This needs to be done before the transfer-in institution can issue any immigration documents to the student.

TRANSFER-IN STUDENTS (Graduate students only)

If a department wants to accept a student to Clemson who is currently studying at another academic institution in the US, the student will need to submit either an IS-100 Transfer-In F-1 SEVIS Record form or an IS-270 Request to Transfer-In J-1 SEVIS Record Form. The student will know whether he/she is currently an F-1 or J-1 student, and should submit the appropriate form to International Services (IS). This must be done before IS can issue any immigration documents to the incoming student.

CONTACT INFORMATION:

Immigration status

- IS: 656-3614, is@clemson.edu

International students studying in the U.S. in an exchange/study abroad program

- Meredith Wilson, 656-0579, mfant@clemson.edu

International student programming/life

- IS: 656-3614, is@clemson.edu

International graduate admissions

- Last names A-L: Laura Kinard at 656-5336, lkinard@clemson.edu
- Last names M-Z: Tonyia Stewart, 656-6824, tonyias@clemson.edu

Undergraduate admissions

- Zemily Gilbert, 656-2288, zmgilbr@clemsn.edu

International hiring and employment

- Mack Howard , 656-5589, mackh@clemsn.edu or Pablo Unda, 656-5591, punda@clemsn.edu

International taxation

- The University does not prepare personal income tax returns. Students should contact a certified public accountant for assistance.
- For questions concerning W2 forms, students should email payroll@clemsn.edu and include the student XID number in the email.
- For questions regarding 1098 forms (tuition and fees), email stdfinserv@clemsn.edu and include the student XID number in the email.

STUDENT DISABILITY SERVICES

CONTACT: Arlene Stewart, Director, ASTEWAR, 656-6848
www.clemson.edu/campus-life/campus-services/sds/

Student Disability Services (SDS) coordinates the provision of reasonable accommodations for students with physical, psychological, attentional, or learning disabilities. Accommodations are individualized, flexible, and confidential based on the nature of the disability and the academic environment in compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990.

Students are encouraged to consult with the Student Disability Services staff as early as possible, preferably prior to the first day of classes. Current documentation of a specific disability from a licensed professional is needed. For additional information or to schedule an appointment, contact Student Disability Services at (864) 656-6848 or sds-l@clemson.edu . Details on policies, procedures, and required documentation are available at www.clemson.edu/campus-life/campus-services/sds/.

CLEMSON UNIVERSITY STUDENT SERVICES (ACADEMIC AFFAIRS AND STUDENT AFFAIRS)

Student Service/Issue	Office	Campus Address	Phone
Academic eligibility policy	Undergraduate Studies Office http://www.clemson.edu/ugs/	E-103 Martin Hall	656-3022
Academic grievances	Undergraduate Studies Office http://www.clemson.edu/ugs/	E-103 Martin Hall	656-3022
Academic forgiveness policy	Registrar's Office http://www.registrar.clemson.edu/html/acadForgiveness.htm	102 Sikes Hall	656-2171
Academic support programs (Tutoring, supplemental instruction, academic workshops, academic counseling/coaching)	Academic Success Center http://www.clemson.edu/asc/	Academic Success Center	656-6452
Career planning and counseling	Center for Career and Professional Development http://career.clemson.edu/	316 Hendrix Center	656-6000
Change of major requirements and form	Enrolled Student Services http://www.registrar.clemson.edu/	104 Sikes Hall	656-2174
Civic engagement/community service	Gantt Center for Student Life http://www.clemson.edu/centers-institutes/gantt/	703 University Union	656-7625
Co-op advising and placement	Center for Career and Professional Development http://career.clemson.edu/	316 Hendrix Center	656-3150
Course registration and scheduling	Registration Services http://www.registrar.clemson.edu/	E-205 Martin Hall	656-2305
Death of a student; distressed/disruptive students	Dean of Students Office http://www.clemson.edu/administration/student-affairs/dean/selfHarm.html	202 Hendrix Center	656-0471
Diversity education	Gantt Center for Student Life http://www.clemson.edu/centers-institutes/gantt/	703 University Union	656-7625
Disability services	Student Disability Services http://www.clemson.edu/campus-life/campus-services/sds	239 Academic Success Center	656-6848
Financial aid (Loans, scholarships, grants)	Financial Aid Office http://www.clemson.edu/finaid/	G01 Sikes Hall	656-2280
First-generation student support programs	FIRST Program http://www.clemson.edu/academics/programs/first/	G16 Jordan Hall	656-1674

Fitness programs/services	Fike Recreation Center http://www.clemson.edu/studentaffairs/campusrec/	Fike Recreation Center	656-3453
Fraternity and sorority life	Gantt Center for Student Life http://www.clemson.edu/centers-institutes/gantt/	703 University Union	656-7625
Health programs and services Appointment line Medical services Counseling and psychological services	Student Health Services http://www.clemson.edu/studentaffairs/redfern/	Redfern Health Center	656-1541 656-1541 656-2451
Immigration services	International Services www.clemson.edu/ia/services	E-301 Martin Hall	656-3614
International student hiring & taxation	International Employment http://www.clemson.edu/employment/international	Administrative Services Building	656-5589
Internships	Center for Career and Professional Development http://career.clemson.edu/	316 Hendrix Center	656-6000
Leadership development Multicultural activities Multicultural programming	Gantt Center for Student Life http://www.clemson.edu/centers-institutes/gantt/	703 University Union	656-7625
Residence hall room assignments/changes Roommate conflicts	Housing Office http://www.clemson.edu/studentaffairs/housing/	200 Mell Hall	656-2295
Study abroad programs	International Programs Office http://www.clemson.edu/studyabroad	E-307 Martin Hall	656-2457
Student clubs and organizations Student media	Gantt Center for Student Life http://www.clemson.edu/centers-institutes/gantt/	703 University Union	656-7625
Student records (Degree progress report/degree works)	Enrolled Student Services http://www.registrar.clemson.edu/	104 Sikes Hall	656-2174
Taking courses at another institution and processing transfer credit (continuing students only)	Enrolled Student Services http://www.registrar.clemson.edu/	104 Sikes Hall	656-2174
Transcripts	Enrolled Student Services http://www.registrar.clemson.edu/	104 Sikes Hall	656-2173
Transfer credit evaluation and processing (new students only)	Office of Admission http://www.clemson.edu/admissions/undergraduate/transferring-credits.html	106 Sikes Hall	656-2287
Veteran support programs	Dean of Students Office http://www.clemson.edu/administration/student-affairs/dean/veterans/index.html	202 Hendrix Student Center	656-0471