Academics

New Student Registration
You may begin planning your first semester after you’ve reviewed these guidelines and submitted the enrollment deposit and financial paperwork. Your username and password will be emailed to you once your account has been activated, following completion of the enrollment paperwork. Having your username and password available will facilitate the preregistration and registration steps. Once you have read the information in this booklet, the requirement in the catalogue, and taken your placement exams, please complete the New Student Registration Worksheet in the Appendix on page 34.

How to Plan Your Program
You will find information about individual courses, programs of study and degree requirements in the Simon’s Rock Catalogue. The Fall Course Guide is the schedule for the coming semester’s courses, and you should use it to plan your courses for this coming term. The New Students page via the college's online portal has links to placement tests, the course guide, and other resources you will need. These documents are available under the Academics tab—and scroll down to the Information for New Students section (note: you will need your temporary incoming student username and password to access this page; this will be sent to you via email).

Placement Tests
Take the mathematics placement test. This is REQUIRED of all new students. If you have studied French, German, or Spanish, you should also take a foreign language placement test. These tests are diagnostic; you should take one when you have at least two hours free, so you do not feel rushed, although many students finish in a far shorter time. They are multiple-choice tests; you may use paper and pencil, but not books or other source materials. The goal is to place you in a class where you will be able to succeed, without repeating material you’ve already covered. You will get your results immediately.

All placement exams are accessible via the online portal: click on the Academics tab, scroll down to Information for New Students, or search for “placement”.

Required and Recommended First-Semester Courses

World Languages Courses: All students are required to complete college-level study of a language other than English. We recommend that you do this in the first year—if there is open space available in these courses—particularly if you are continuing a language you have already studied. If you want to register for a language course at a level above 100 (e.g. 101, 204, 205, 206) you will need to place into that level via a placement exam. (see guidelines for accessing placement exams above).

General Education Seminars: All students are required to take three semesters of the General Education Seminars -- in the first and second semester of their first year at Simon’s Rock and in the first semester of their Sophomore Year. On occasion, January admit students may be assigned to a JA section of Seminar for the first semester at the college.

For students who place into the beginning (100/101) or intermediate (204/205) level of a world language course, the required coursework at Simon’s Rock is two sequential semesters of one language. Those who place into the advanced level may complete the requirement with one advanced course (206 or above). In addition to French, German, Spanish, Chinese, and Latin. Usually, the first half of introductory (100) or intermediate (204) language is offered only in the fall and the second half (101 and 205) are available only in the spring. However, often there is one section of Spanish 100 in the spring. If you place into a course or level that is offered only in the spring,
you should plan to include it in your schedule for this spring to complete the year-long sequence on schedule. Otherwise, plan to start the year-long language course of study in the fall.

**Mathematics Courses**: All students are required to take at least one semester of mathematics. It is also best to meet the mathematics requirement in your first year, before you forget your mathematics preparation. To register for a mathematics course, you must have taken the placement test. (See guidelines for accessing placement exams above).

If your placement results indicate a math “tutorial”, you should register for MATH 099, and send an email to mathplacement@simons-rock.edu to arrange for a discussion with a mathematics faculty member and/or a member of the academic affairs team regarding the best plan for your mathematic study at Simon’s Rock.

**Electives and Required Courses**: In addition to mathematics and foreign language, you will need to complete one semester each of natural sciences (with a lab), arts, cultural perspectives (“CP” courses), and Seminar requirements as part of your associate's degree program.

**Non-Academic Requirements**: Students are required to fulfill the Active Community Engagement Program (ACE), which involves health and wellness, athletics and recreation, and participation in community service. You will be eligible to sign up for these courses and programs when you arrive. ACE service and health/wellness events are announced throughout each semester and are generally a 3-4 hour commitment.

More information at [http://www.simons-rock.edu/ace](http://www.simons-rock.edu/ace).

**Your Schedule**

You will choose your courses from those listed in the online Course Guide. The Course Guide lists all the courses offered this coming term and the times they meet, as well as descriptions of all the courses offered (which also include the prerequisites and any other enrollment restrictions). Please note if a course is indicated as “closed.” If a course is closed you may want to put your name on the waitlist (check how many are already on the waitlist—be aware that if there are more than 7 or 8 students the enrollment will rarely drop by that many). Enrollment priority for courses is based on length of time at the College so recognize that you may not have all the classes you would like available or open to you—with seniority comes greater priority for registration.

Technically, your courses should add up to between 12 and 18 credits; first-semester students are highly encouraged to register for 14-16 credits in their first semester. Your schedule must include a section of Seminar I (4 credits). You may not register for more than 18 credits, but you will need to take at least 14 graded credits to be eligible for Dean’s List. You should be aware that the two-credit “modular” courses meet for half the semester—those marked M1 meet in the first half of the semester, and M2 meet in the second half. Some courses (e.g., some studio art courses, lab-based science courses) have a course fee—the course abstract includes information as to if the course has a fee. Course fees generally range between $50 and $100, although certain courses (such as photography) have a higher course fee to cover additional materials. The course guide also lists private music lessons for which you may pre-register and earn one credit. An additional fee is charged for music lessons (e.g., in 2015-16 the fee will be $60 per hour-long lesson, for 13 lessons per semester--$780/semester). Please contact Susan Mower (smower@simons-rock.edu) if you have questions regarding private music lessons.

It pays to think carefully about your schedule. Check to make sure that class times don't conflict, and allow personal time for lunch each day sometime between 11:15 and 1:45. If a course has a required laboratory or studio, be sure to include it. It may seem that you will have a good deal of free time, but college classes demand more work outside of class than do most high school classes. You should expect to spend two hours preparing for each hour spent in class. Don’t be unrealistic about what you can do, but seek a varied schedule of courses that will excite and challenge you.
While it is important to begin fulfilling your requirements, you should choose at least one or two courses in your first semester primarily because they look interesting to you. Courses recommended for first year students are indicated in the online course guide with a “FY” in the column next to the faculty member’s name; courses that require a placement test or the permission of the faculty are marked "WP." If you feel you may have the necessary background for a particular advanced course, please include information about your previous experience with your registration worksheet.

**How to Register**

Visit the College’s course guide website and complete the New Student Registration Worksheet (a separate PDF), then email your selections to registrar@simons-rock.edu. Please take into account what classes still have openings and include ALTERNATE SELECTIONS in case one or more of your initial selections are full, as well as a phone number so we can call if we have questions. If you would like to register for a course that requires permission (marked “WP”)—other than language or math, which requires placement test results—please include in your email regarding your course selections information about your background in the subject area or contact the faculty member directly. If you have questions about the registration process, telephone the Registrar’s Office at (413) 528-7201.

Once you have submitted your proposed schedule, the registrar will send you an email confirmation listing the courses for which you are registered and will contact you to answer any questions you may have. After you and she have consulted, your preliminary course schedule will be set until the start of classes. Keep in mind that there is a drop-add period when your preliminary course schedule can, in consultation with your academic advisor, be revised or updated.

**Academic Advising**

You will meet with your assigned academic advisor on the Friday before classes begin. At this meeting, you and your advisor will discuss your schedule, make plans for the Add/Drop period if necessary, and arrange your weekly meeting time for the semester.

**High School Equivalency/Diploma**

For any students who might consider transferring after their AA studies, we recommend receiving a high school equivalency (HSE) credential or diploma before the end of first year. The summer before first year is a good time to complete the requirements as well. A high school credential is not necessary for applying to every transfer school, but possessing the credential helps students keep their options open with minimum stress. Depending on individual circumstances, students may have several options.

1. **HSE Test**: Standardized HSE tests including the GED, TASC, and the HiSET.
2. **College Credit Exchange**: Programs to receive a high school diploma after demonstrating specific college coursework, available in select states.
3. **High School Completion**: Ad hoc arrangements to receive a high school diploma even after enrollment at Simon’s Rock.

4. In each case, you may find it helpful to check with target transfer schools to understand whether and how the selected option meets their application requirements.
HSE Tests: Typically students can pursue high school equivalency exams in either Massachusetts or his or her home state, for domestic students. Massachusetts and eleven other states offer the HiSET. New York offers the TASC, and most other states offer the GED. Through sponsorship by the College, the Massachusetts HiSET is available to all students, domestic and international, to earn a credential. It consists of a two-day five subject test covering language arts, science, math, and social studies (more details at hiset.ets.org). To make it convenient for you to take the HiSET, Simon’s Rock provides transportation on select dates. Alternatively, students can take the GED, TASC, or HiSET at home during a college break, or at another time the test is offered in Great Barrington.

College Credit Exchange: Some states also offer a high school credential once a student achieves a certain number of college credits ranging over specific subject areas (e.g. NY and PA).

High School Completion: In the past, some students have been able to work with their high school to complete outstanding high school credits during their AA studies at Simon’s Rock and receive a high school diploma through their home high school, once the specified HS credits are completed. Whether this is possible varies by state and school district, and is the decision of a high school, not Simon’s Rock. To pursue this option, students should speak with high school officials before beginning classes at Simon’s Rock; some states require that very specific courses be completed and including them in your AA requirements may require multiple semesters.