

ADVISING GUIDE
FOR HVACR DISTANCE LEARNING STUDENTS

March 10, 2006

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2. Forward

March 10, 2006

It is the policy of the university that responsibility for meeting all general education requirements rests with the student. This document was developed to help you. It is a compilation of many documents, policies and web sites, designed to get all of the information you need in one place. There is a lot of information here, but there needs to be. I've provided links to every web site from which I extracted specific text. I've also provided links to listings of classes that fit specific requirements.

General Education requirements at Ferris State University are very complicated and confusing. Your advisor is there to assist you, but it is important that you read and understand the requirements contained in this document, as it is ultimately your responsibility to ensure that you have met them all.

As distance learning students, you have a more difficult task, since your advisor is available to you only by phone and email.

IMPORTANT!!!

While it is your responsibility, it is **HIGHLY** recommended that you do not take any general education classes without verifying that the class will count toward your graduation requirements by checking with your advisor.

INSIST THAT VERIFICATION COMES TO YOU IN WRITING!

Requirements have a way of changing. Your written documentation is your only defense if a requirement changes later on that appears to negate the class you have taken.

Remember, we are here to help. I hope you find this helpful, and certainly let us know if something appears to be in error.

Mike Feutz, Chair, HVACR Department

3. Signing Up For Classes At An Institution Other Than Ferris

- a. Check with your advisor several weeks before you are ready to sign up for class.
- b. Use this document to help you find a suitable class by comparing FSU course descriptions to those at your home institution
- c. When you have selected a class that you would like to take and that you think fits one of the general education requirements that you need, send a course description to your advisor. We will need to run it past the appropriate department to find how it will transfer.
- d. We will notify you IN WRITING and let you know exactly how the class will transfer.
- e. Only after you have received written verification should you sign up for a class.

4. General Education at Ferris State University

<http://www.ferris.edu/htmls/academics/gened/gened.html>

Ferris State University is dedicated to the ideal of blending career-oriented professional and technical education with a solid base of general education. Our general education program provides students with the academic skills, analytic ability, and general knowledge necessary to flexibly meet the challenges of their personal, civic, and professional lives.

General education at Ferris accomplishes the following:

It enhances and enriches the skills essential to students' success in every field and most areas of their lives.

It provides students with the knowledge that will allow them to adapt to change, advance in their careers, and act as informed citizens.

It assists students in gaining a better understanding of themselves. It also widens the horizons of their experience by offering them a better understanding and appreciation of some of the best of human achievement.

*****Responsibility for meeting all general education requirements rests with the student. Your faculty advisor is available to assist you.**

5. 40 Credit Hours Numbered 300 Level or Above Requirement

- At least 40 credit hours leading to the degree must be numbered 300 or above (per Section 3.1.2 of the 05Jan31 Curriculum Planning and Procedures Manual, Ferris State University.)

IMPORTANT! The HVACR coursework amounts to 34 credits, including the internship. This means that 6 more credits must be taken at the 300 level or above. It is suggested that ONE SOCIAL AWARENESS and ONE CULTURAL ENRICHMENT COURSE be taken at the 300 LEVEL.

6. General Education Requirements for Bachelor of Science (BS) Degrees

A. Communication Competence Requirement - 12 credit hours

Communication Competence Requirement

1. English composition requirement - 6 credit hours
Choose ENGL 150; and ENGL 250 or ENGL 211
2. Speech communication requirement - 3 credit hours
Choose one of the following: COMM 105, 121, 200, 201, 221, or 251
3. Advanced English/Speech requirement - at least 3 credit hours
Choose one of three options:
 - a. ENGL 311, 321, 323, or 325
 - b. Two "Writing Intensive (WIC) courses" plus one additional COMM course at the 200-level or higher
 - c. Three WIC courses

NOTE: HVACR students automatically take option 'b' above. HVAC 451 and HVAC 499 are both WIC courses. A 200 level COMM course rounds out the requirement. As an option, you may choose to take one of the 300 level ENGL classes instead of the 200 level COMM.

A listing of Writing-Intensive Courses ('WIC'):

<http://www.ferris.edu/htmls/academics/gened/wiccourses.html>

B. Scientific Understanding Requirement - 7 credit hours

Scientific Understanding Requirement

Choose two courses, one of which must have a lab

C. Quantitative Skills Requirement (MATH 126 or equivalent) – 4 credit hours

MATH-126 Course Description: Algebra & Analytic Trigonometry. Prerequisites: MATH 116 with a grade of C- or better, or 24 on ACT or 560 on SAT. Analytic trigonometry and trigonometric equations, the j-operator, DeMoivre's Theorem, non-linear inequalities, applications of logarithmic and exponential equations and plane analytic geometry with polar sketching. Equations of higher degree including the remainder theorem, factor theorem, synthetic division, rational and irrational roots of polynomials.

D. Cultural Enrichment Requirement - 9 credit hours

Cultural Enrichment Requirement

Choose three Cultural Enrichment courses, with at least one course at the 200-level or higher. No more than 5 credit hours in music, studio arts or theater activities courses may apply to this requirement.

A listing of Cultural Enrichment Courses:

<http://www.ferris.edu/htmls/academics/gened/cultcourses.html>

E. Social Awareness Requirement - 9 credit hours

Social Awareness Requirement

- Choose three [Social Awareness courses](#), in at least two different subject areas.
- One of the Social Awareness courses must be a [Foundations course](#).
- One of the Social Awareness courses must be at the 200-level or higher.

A listing of Social Awareness Courses ('S'):

<http://www.ferris.edu/htmls/academics/gened/soccourses.html>

F. Global Consciousness Requirement - one course

Global Consciousness Requirement

- Choose one [Global Consciousness course](#). Please note that many Global Consciousness courses also meet Social Awareness or Cultural Enrichment requirements.

A listing of Global Consciousness Courses ('G'):

<http://www.ferris.edu/htmls/academics/gened/globcourses.html>

G. Race/Ethnicity/Gender Requirement - one course

Race/Ethnicity/Gender Requirement

- Choose one [Race/Ethnicity/Gender course](#). Please note that many Race/Ethnicity/Gender courses also meet Social Awareness or Cultural Enrichment requirements.

A listing of Race, Ethnicity and/or Gender Courses ('R'):

<http://www.ferris.edu/htmls/academics/gened/regcourses.html>

7. Courses That Meet More Than One Requirement

A. Courses that meet both Global Consciousness ('G') and Cultural Enrichment ('C') Requirements:

<http://www.ferris.edu/htmls/academics/gened/global&cecourses.html>

B. Courses that meet both Global Consciousness ('G') and Social Awareness ('S') Requirements:

<http://www.ferris.edu/htmls/academics/gened/global&sacourses.html>

C. Courses that meet both Race, Ethnicity and/or Gender Courses ('R') and Cultural Enrichment ('C') Requirements:

<http://www.ferris.edu/htmls/academics/gened/reg&cecourses.html>

D. Courses that meet both Race, Ethnicity and/or Gender ('R') and Social Awareness ('S') Requirements:

<http://www.ferris.edu/htmls/academics/gened/reg&sacourses.html>

E. Courses that meet Global Consciousness ('G'), Race, Ethnicity and/or Gender ('R'), and Social Awareness ('S') Requirements:

<http://www.ferris.edu/htmls/academics/gened/globalreg&sacourses.html>

F. Courses that meet Global Consciousness ('G'), Race, Ethnicity and/or Gender ('R') and Cultural Enrichment ('C') Requirements:

<http://www.ferris.edu/htmls/academics/gened/globalreg&cecourses.html>

8. Graduation Procedure

1. Print the document on page 9 and fill it out. If you plan to participate in commencement on campus, make sure to check the appropriate box near the bottom of the form. Note that you can walk even though all of your final transcripts may not have yet transferred. You get your official diploma in the mail, whether you walk or not.
2. Sign the application and send it to your advisor, as he/she needs to sign it and forward it to the dean's office. You can mail it or scan it and email it. Your advisor will take care of #2 on the form, (which involves filling out a program checksheet or program plan).
Mailing Address:
Ferris State University
HVACR Department
605 S. Warren Ave
Big Rapids, MI 49307
3. If you have general education credits that have not yet been transferred, make sure to send all updated transcripts. You can use the transcript request form on the following page. Your diploma will be mailed only after the transcripts have arrived and been processed. Diplomas typically arrive at the graduate's home several weeks after commencement.

Transcript Request Form

To request official transcripts, submit a copy of this form to each college or university you have attended (make copies of this form if needed). Before mailing this form, check with each institution to determine whether they require a fee for official transcripts.

To: _____
(Name of School)

Please send one (1) official transcript of my work dating from _____ to _____ to the following address:

Ferris State University
Office of Admissions and Records
1201 S State Street CSS 201
Big Rapids, MI 49307

Name _____
First Middle Last Former (if applicable)

Address _____

Social Security or Student Number _____

Date of Birth _____ Phone Number (with area code) _____

Graduated ____ Yes ____ No Degree and Date Completed _____

Check Enclosed for \$ _____

Signature _____ Date _____

This form provided courtesy of



9. Sunset Policy

<http://www.ferris.edu/htmls/administration/academicaffairs/01-8%20course%20sunset%20policy.doc>

December 15, 2001

01:8

(supersedes Academic Affairs Policy Letter 01:3)

COURSE SUNSET POLICY ON FULFILLING UNDERGRADUATE DEGREE REQUIREMENTS

1. Ferris State University undergraduate students who maintain uninterrupted enrollment (not including summer semester) are subject to the requirements of their degree program (including General Education) which were in force when they entered the program. In the event degree program requirements change during the uninterrupted course of a student's enrollment, the student may exercise the option to meet the most recent program requirements. An interruption of enrollment is defined as not being enrolled at Ferris for two consecutive semesters, not including summer semester.
2. If a student returns to the university after an interrupted enrollment (not including summer semester), the requirements of the curriculum (including General Education) which are in force at the time of return must be met, not the requirements in effect at the time of original admission. In special circumstances, the academic department head/chair may permit the student to finish under the program requirements in force at the time of original admission to the program.
3. When a returning or transfer student's transcript is reviewed, the student may, at the discretion of the academic department head/chair and in conjunction with any standing department policies, be required to repeat courses deemed no longer current. Such determinations may be appealed to the Dean, whose decision is final. Appeals regarding General Education requirements are made to the Assistant Vice President for Academic Affairs who, after consulting with the General Education Coordinator, makes a final determination.