

TRACK YOUR OWN DEGREE PROGRESS

Date you enrolled in the RBA program:

Upon acceptance into the RBA, I still needed the following courses and hours to complete the RBA degree (This information will be found on your acceptance letter):

Total number of hours needed (128 total hours required for graduation):

Upper division (300-400) hours needed (40 total hours required for graduation):

Communications hours needed (COM - 6 hours required):

Humanities hours needed (HUM – 6 hours required):

Natural sciences hours needed (NS - 6 hours required):

Social science hours needed (SS – 6 hours required):

Mathematics/computer hours needed (MTH – 3 hours required):

Additional general education hours needed (36 total hours required, including the above):

Residency hours needed (24 hours in a WV institution, including 3 at Marshall):

If you are working on an Area of Emphasis, the hours needed:

DEGREE PROGRESS: RECORD ALL THE CLASSES YOU TAKE AFTER ACCEPTANCE INTO THE RBA

Course number/title Credit hours com/hum/ns/ss/mth term completed grade (ABCD)

The following is an example:

Psy 201/introductory psy 3 ss fall, 2009 C

Course number/title	Credit hours	?Com/hum/ns/ss/mth?	Term completed	Grade: ABCD

Things to remember when deciding what course to take

- If you repeat the same course (or course equivalent from another school), only one course's credit hours will count towards graduation. However, both grades will be calculated in the GPA unless the course was repeated under the D/F repeat rule.
- You must have a "C" or higher in ENG 102 and ENG 302 in order to have them used in your communications requirement. However, the hours will count towards graduation even if you get a D. ENG 302 is the course juniors and seniors must take instead of ENG 102. Do not take both these courses.
- Developmental courses do not usually count towards graduation.
- No more than 72 hours from a community college can be used towards graduation.
- You cannot use portfolio credit, standard award credit (CEC's) or military credit to satisfy the residency requirement or the Areas of Emphasis courses, or to raise your GPA.
- Except for the 24 hours of residency in a WV public college or university (including 3 at Marshall), you can take courses anywhere you like as a transient student and have them transferred back to Marshall. In order to do this you must fill out a request for advanced standing form and have it approved. You cannot do this until you have completed some Marshall courses, and this form must be submitted every term that you enroll at another institution. You do not have to be enrolled at Marshall in the semester you graduate.
- The RBA requires 40 upper division hours. Unfortunately, this does not divide by 3 (the typical upper level course), so RBA students usually end up needing 1 hour of 300-400 level courses, and they cannot find a one-hour course so they have to take a 3 hour course just to get the one hour. So, you might check the schedule every semester, and if you can find a 4 hour 300-400 level course or a one hour course, you could take it, thereby removing this problem.
- CMM (Communication Studies) 103 and 207 are basically the same course. Do not take both.

- If you want to earn a minor, check that department's minor requirements in the MU catalog. The RBA advisor will always check before graduation to see if you have a minor (even if you didn't know it!).
- Forgiveness of F's older than 4 years occurs once, after you are admitted to the RBA program and have a course record at Marshall. F's earned after admission into the RBA program will not be forgiven.
- Any course taken at a community or junior college, regardless of the number, will not count as upper division. This is true even if the course transfers into Marshall as equivalent to a Marshall course that is upper division. However, if you took a course at another 4-year institution that was a 300-400 level course, it will count towards the upper division hours even if it transfers into Marshall as a lower division Marshall course.

Other valuable links:

- Use MyMU (www.marshall.edu/mymu) to check your transcript and gpa, get your grades, check your enrollment, register and drop classes, etc.
- See the bursar's office for ways of paying fees online, by phone, and credit card (www.marshall.edu/bursar/) and for checking all tuition rates
- Always be aware of each semester's drop dates (www.marshall.edu/calendar/academic/). Back-dated withdrawals are only given in **dire emergencies**.
- The current semester's course schedule is on the registrar's webpage (www.marshall.edu/registrar) and the catalog is found at www.marshall.edu/catalog/undergraduate/
- A list of the current online courses offered can be found at www.marshall.edu/muonline/courses/catalog.asp