

# Registrar's Office Quick Tips

## Degree Audit

Students are required to have 82 credits outside of their Major Department (exceptions: Education majors who are double-majoring in Elementary Ed and Cross Categorical Special Education and Elementary Education Majors who are minoring in Urban Education).

Students are required to have at least 12 credits in residence at Carthage for any major or minor (this means 12 credits of the required coursework for the major or minor must be taken at Carthage).

Brandon Porter ([bporter1@carthage.edu](mailto:bporter1@carthage.edu)) in the Registrar's Office is an excellent resource for questions.

## SARR Petitions

Advisors must acknowledge that they've read the SARR petition. They do not have to support the petition. It is helpful to the committee to have as much information as possible.

The committee will grant or deny a petition based on the individual case. Just because a petition is granted for one student does not mean that it will also be granted for another.

## Important Terms

**Full-Time Status** – full time status begins at 12 credits

**Drop** – If a student drops a course within the add/drop deadline, the course will not display on their transcript. A student should be careful to stay at or above 12 credits within the add/drop timeline if they wish to maintain full-time status.

**Withdraw** – After the drop deadline, a student can withdraw from a course up through the withdrawal deadline. For a withdrawal, the course will display on the student's transcript with a "W" in place of a grade. The "W" has no impact on GPA.

**Complete Withdrawal** – After the withdrawal deadline for a class is the complete withdrawal deadline for a student that wishes to withdraw from the entire semester. Students who wish to withdraw from the full semester should be directed to the Registrar's Office to complete the withdrawal form. If this is done prior to the complete withdrawal deadline, the student will receive "W"s on their transcript for all courses.

**Audit** – If a student wishes to audit a course, they must obtain the audit slip from the Registrar's Office and submit the completed form prior to the add/drop deadline. Audited courses do not count towards any graduation requirements, including total credits. There is a course audit fee.

**Substitution** – The Department Chair can approve of accepting a different course in lieu of a major or minor requirement. Approval of a substitution would need to be sent to Brandon Porter

([bporter1@carthage.edu](mailto:bporter1@carthage.edu)) in the Registrar's Office. Once approval is received, the student's degree audit is updated to reflect the approved substitution.

**Waiver** – The Department Chair can approve of waiving a requirement within the major or minor. This approval would need to be sent to Brandon Porter ([bporter1@carthage.edu](mailto:bporter1@carthage.edu)) in the Registrar's Office. Once approval is received, the student's degree audit is updated to reflect the approved waiver.

**REG Hold** – This hold is placed on a record if we are missing final admissions documents, such as an official transcript or official ACT/SAT scores. This type of hold will keep a student from being able to register.

**UBAL Hold** – This is a hold through the Office of Student Accounts. This type of hold will keep a student from being able to register.

**Repeat/Delete** – Students are able to repeat a course in which they have earned a grade of C- or lower. If a student chooses to do this, the initial grade remains on their transcript for the original course attempt, but is no longer used in calculating their GPA. The new grade also displays on their transcript for the second attempt of the course. Only the new grade is used in the GPA calculation.