

Sociology Undergraduate Commonly Asked Questions and Policies

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A. Commonly Asked Questions During Peak Advising Times

Can I switch my SYA4300 section to another SYA4300 section, or can I switch sections between SYA4110 and SYA4300?

No, so this is why it is important to plan your schedule with your **originally** assigned seat in SYA4300 or SYA4110 in mind.

Can you just tell me what I need to graduate?

Yes, but we can only tell you what you need for sociology. For university and college requirements, please see an advisor at Academic Advising Center. For the sociology major, you can save yourself the wait by completing a *Sociology Major Worksheet* (available at 3206 Turlington and on this website) and accessing ISIS to verify which courses you have completed.

Can you add me to a closed sociology section?

No, and unfortunately, neither can the professor. Please take a copy of our *Add/Drop Policy* (available at 3206 Turlington) for further information. You should continually check on ISIS to see if a seat becomes available at www.isis.ufl.edu.

Can you just tell me what classes are open?

For the most up-to-date information on what classes are available, refer to ISIS. With students adjusting their schedules, sections are “opening” and “closing” literally every few minutes (therefore, you will need to be “on the system” yourself in order to register for a section).

B. Academic Hooks/Holds

Academic Hooks/Holds can be placed for many reasons. Some include being consistently off track within your major, having a GPA that is too low, having outstanding dues owed to the university, etc. Please note the following:

1. It is your responsibility to clear any holds your record may have.
2. If you have a financial hold, you must clear that up with Student Financial Services.
3. If you have an academic hold, you must **FIRST** see an advisor at the College of Liberal Arts and Science Academic Advising Center (AAC). Some holds can be cleared up at the AAC; others may require the approval of the Sociology Department.
4. The speed with which petitions are processed depends on the time of the year. If you wait too long, you may find that your hold is not cleared in time for you to register during your appointment time. You can check to see if you have a hold on the ISIS system at www.isis.ufl.edu You are strongly encouraged to check for holds **BEFORE** advanced registration begins.

C. Registering for Courses

1. Please use ISIS (<http://isis.ufl.edu>) to register for all non-departmentally controlled courses (i.e., non DEPT-X courses). If you find that a section you want is full, you can either look for a different section or a different course.

2. You may register for or drop courses without penalty during Advanced Registration, Schedule Adjustment, and/or Drop/Add.

3. The Department of Sociology Advising Office has control **only** over Departmentally Controlled (DEPT-X) courses. You must see an advisor to register for a DEPT-X course pending availability of a seat. We have no control over all other, non-departmentally controlled courses.

4. The Department of Sociology, Sociology Advising Office, Sociology Undergraduate Coordinator, or even the professor of a course **cannot** add you to a full section.

5. During Advanced Registration, Schedule Adjustment, and Drop/Add, seats in full courses may become available. It is your responsibility to check on ISIS to identify and register for any open seats.

6. Seats are almost always available for both lower division and upper division sociology courses. Although these seats may not be in your “first choice” course or section, it is still your responsibility to pursue your degree requirements in a timely fashion.

D. Getting a Seat in DEPT-X Methods (SYA4300) and Theory (SYA4110)

In order to secure a seat in SYA4300 (Methods) or SYA4110 (Theory), please note the following **necessary** criteria:

1. You must be in “good standing” with the University. This means you cannot have ANY HOLDS (academic or financial) currently effective on your record. Please clear these holds before seeing an advisor. You can check for holds on ISIS (www.isis.ufl.edu). We cannot give students seats if they are not in good standing.

2. You must officially be a current sociology major in order to request a seat in Methods or Theory. If you are PLANNING on switching majors to Sociology or PLANNING on getting a dual major or degree in Sociology you will NOT be able to get a seat until all the proper paperwork has been signed and approved by the appropriate parties.

Please note that change of major forms and dual degree forms are available from the College of Liberal Arts and Sciences (CLAS) Academic Advising Center (AAC). We do not have any applications/petitions in the Sociology Advising Office.

E. To Get into a Sociology Course that is Presently Closed

You must ACTIVELY follow the Schedule Adjustment Procedures in order to add a sociology course. Our policy works, so please follow it each day (if possible) of Schedule Adjustment and of Drop/Add.

A crucial part of our Sociology undergraduate advising program is for all of our students to realize that our requirements, course offerings, etc. are offered in a fair manner. The Department follows the Schedule Adjustment and “Drop/Add” procedures that are in the print copy of the current Schedule of Courses. This process utilizes the university wide system of ISIS. We give equal access to our courses. If we were to make exceptions, show favoritism for certain students by adding them to courses other than their using ISIS, etc., we would be processing such requests every day of the week. In fact, by the time a student comes in to see us for special treatment during Drop/Add, we have already seen dozens of others “beating them to it” with such special requests going back to the first day of Advanced Registration the previous semester.

Please note: It is recommended that you utilize ISIS to find the most current listing of SY courses. After the initial Schedule of Courses is printed, the Department may make changes, and ISIS is always the most current source of available sections. Also note that as in past semesters, at no time were all sociology sections closed (during advanced registration, drop/add, or during regular registration)._ Furthermore, even “closed” sections had open seats during Schedule Adjustment as students change their schedule.

F. Withdrawing from a Course

The Department of Sociology has no control over withdrawing from a course. You must see an advisor in the College of Liberal Arts and Science Academic Advising Center (AAC) for forms and approval.

In the event that you DO withdraw from a sociology course, it is strongly recommended that you see an advisor in Sociology to check your progress towards your degree.

G. Office Policy for Holiday Breaks

The Sociology Advising Office is closed on all holidays and semester breaks. You may stop by 3206 Turlington to pick up various forms and information from the bulletin board beside the office.

Because we do not operate over breaks, you can expect a delay in any requests. The best way to expedite anything is by planning ahead and seeing an advisor BEFORE the break. Please remember that if you have an academic hold or hook on your record, you must first see an advisor in the College of Liberal Arts and Sciences Academic Advising Center (AAC). Likewise, if you wish to change majors, apply for a dual degree, or do overseas study, you must first see an advisor at the AAC.

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