

Most Frequently Asked Questions for Registration

How many credits should I take each semester?

An average of 16 credits per semester. (8 semesters x 16 credits = 128 credits) Note: Class status is a function of the number of credits. So. = 32 credits Jr. = 64 credits Sr. = 96 credits

May I repeat a course where I made a 'D' or 'F'?

Upon recommendation of the advisor and with approval of the Dean of Academic Services a student may repeat a course for credit if he/she received a D+ or lower to improve the course grade and the cumulative GPA.

What is the Accelerated Accounting Program?

During the 2nd semester of the Junior year, accounting majors have the option of selecting a course of study, which enables them to complete a Bachelors and Masters of Accounting. By using summers and taking courses in the evening, the program can be completed in 4½ years.

What is the difference between class status and registration status?

You are allowed to register with six credits less than your official class status. Freshman can register as Sophomores with 26-57 credits. Sophomores can register as Juniors with 58-89 credits. Juniors can register as Seniors with 90+ credits.

How does the registration process work?

The School of Business has centralized registration. A pre-registration class meeting is held the week before gaining access to specific classes for registration. Questions are answered from the floor. If a student needs a personal appointment after the class meeting, they can call or come by the office and set the appointment. The students that attend the entire class meeting and turn in a completed trial study form at the meeting get their schedules entered first. Faculty advisors are not part of the formal registration process.

What is the registration "hold" and what effect will it have on me registering?

A registration "hold" is placed on your account for many reasons such as unpaid parking tickets, unpaid tuition, past due library books, unpaid phone fees, outstanding health forms, etc. It will prevent you from registering, which could result in your not getting a class that you want or need.

What is the difference in AP credit, placement scores, and CLEP credit?

You receive college credit for AP (advanced placement) and CLEP credit. Placement scores only exempt a student from taking a specific course. The credits still must be taken, but can be taken in the form of a non-business elective.

How many courses or credits may I take Pass/Fail?

A maximum of 12 credits may be taken pass/fail. You must request a pass/fail status during the first two weeks of the semester, and can only be for non-business electives. If you pass a class, it does not affect your GPA, but if you fail the class, it is averaged in as an 'F'. You must have the required 32+ earned credits and have a 2.70 GPA to take a class Pass/Fail.

May I take courses in Jan Term or Summer School to make up for not taking 16 credits in a semester?

Yes, it is possible to make up coursework in Jan and Summer Terms but the courses must be approved beforehand. If you plan to take them away from Samford, a student transient form must be completed prior to taking the course(s).

May I take courses back home at a community college during the summer?

Yes, you may take courses at community colleges, if the courses are 100 or 200 level. They must be approved on a transient form before taking the courses. Community colleges are 2-year schools and thereby only teach at the Freshman and Sophomore levels. Major courses are Junior and Senior level, and must be taken at Samford.

How do I choose Business electives?

A different slate of business electives is offered in the fall and spring. Choose the topics that are of interest to you or that further your career goals. Most electives have prerequisites, so watch for them. Make sure that you take the foundation course in your interest area early so that it does not prevent you from taking desired electives.

What do I take for non-business electives?

Anything-anything-anything!!! The School of Business recommends courses that expand your interest outside of business. But, you are welcome to take something that you feel would just be fun. If you are pursuing a minor, apply the non-business electives to the minor requirements.

How does an Internship work?

(1) Set up a meeting with Mrs. Hild, Internship Coordinator; (2) File a contract with the Internship Office; (3) Work 150 hours on the site; (4) Complete the academic components.

May I take a class that ends at 11:45 and one that starts at 11:45?

*It is strongly **not recommended**. Neither professor is obligated to accommodate your schedule.*

How many years of foreign language do I have to take?

The School of Business requires that a student demonstrate proficiency through Language 102. This may be done by placement test, transfer credit, CLEP test or course completion. Any additional study of a language is highly recommended.

What is the writing proficiency requirement?

Two upper-level writing classes are required of all students: Accounting Majors—Busa 454 and Busa 481; Management Majors—Busa 481 and one business elective or non-business elective designated “W”. If a student transferred in UCCA 102, they must take the writing proficiency exam.

How late may I register for or drop classes?

You may register for classes until the first week of the term. Deadlines for dropping courses fall in the eighth week of classes. It is recommended that you get advice from the undergraduate office before dropping a course.