The Advisor Watch List

Things to watch for as you review the Printable Degree Audit PDF

Two C- Limit Rule – Montreat allows only two courses with grades of C- in any degree element other than general education or electives. The degree audit cannot track and report on this. The unofficial transcript is useful to review major courses to identify those that need to be repeated or substituted.

> Manual update available – The advisor can notify the Office of the Registrar to allow a specific course (graded C-) as one of the two allowed. Staff will apply the update which will then be visible on the degree audit in the proper location.

Competencies – Requires a C or higher in five categories and six courses. These are identified under the CORE aim with "Requires a grade of 'C' or higher."

| Mathematical Computation | Oral Expression | Reading | Writing | Computer Skills |

Take-Until-Passed Courses – These courses are:

ENGL 1111 – English Composition I (C or better)   **BIBL 1101** – Survey of the Old Testament
ENGL 1112 – English Composition II (C or better)   **BIBL 1102** – Survey of the New Testament
INDS 1102 or 2100 – Foundations of Faith and Learning

Pre-Internship Course – As a student moves through the junior year, INDS 3610 or 3611 is important so he or she is positioned to enroll in the internship course without this obstacle blocking the path.

Repeats – Credit is earned for a course only once. While repeating a course with an F will earn hours, repeating one with a D+ or C- will not. Remember that "the best grade counts" at Montreat. Rarely, Jenzabar will not identify a repeat as it should. If you suspect that has happened, contact the Office of the registrar at registrar@montreat.edu.

Non-Applied Coursework (on the Printable Degree Audit PDF) – Here is one place you might find a suitable substitution for a degree requirement. When appropriate, have the student submit the PEWS form. Upon approval, it will be assigned to meet the requirement and show on the degree audit.

The Unofficial Transcript – Why is it useful…

1. Academic performance – It is a chronological record of coursework and academic performance. Academic standing is indicated for previous semester.
2. Current Semester Coursework – Provides in-progress courses for your reference.
3. Limits on transfer courses in the Non-Applied Coursework section - Jenzabar has a limit of courses it will show in this section of the degree audit. This occurs primarily when a student has transferred in several courses. Though they do not appear on the degree audit, they will appear on the unofficial transcript.
4. Degree audit miscues – Rarely, Jenzabar will fail to properly assign a course to an aim. The unofficial transcript will confirm that a course has been taken. Contact the Office of the Registrar to have the course applied appropriately.