



CHRISTOPHER NEWPORT UNIVERSITY
HONORS PROGRAM

HANDBOOK



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Welcome to Honors!

We are thrilled to have you participate in the Christopher Newport University Honors Program and look forward to your joining the growing ranks of motivated, talented students who are helping the University gain recognition around the nation and beyond.

The Honors Program invites high-ability students like you to fashion unique academic programs to prepare for post-graduate success. Students admitted to the program upon matriculation receive scholarships renewable annually as long as they enroll in Honors courses as required and adhere to the standards for student progress published in the Undergraduate Catalog.

The Honors Program lays the groundwork for excellence through a series of highly interactive, interdisciplinary seminars. This intensive, integrative approach to the liberal arts allows students the opportunity to personalize academic plans that help fulfill personal and professional aspirations. In addition to the seminars, Honors Inquiries encourage students to incorporate individualized initiatives into their curricula: independent study and research to hone methods of inquiry; experiences – community service, internships, paid employment – related to their long-term personal and professional goals; and the culturally enriching experience of studying abroad and reflecting on global issues. Moreover, Honors students may also enroll in some upper-level courses earlier than usual, or fashion interdisciplinary clusters of courses to fulfill a specialized interest. In short, the Honors Program helps students to become informed, responsible citizens while encouraging them to prepare purposefully for outstanding opportunities, such as prestigious scholarships, and to proceed into graduate studies and/or fulfilling careers.

The University has created this flexible, personalized approach to undergraduate education to encourage you, individually and in consultation with your advisor, to seek initiatives that allow you to excel beyond the classroom. Please use this handbook to familiarize yourself with information necessary to this success. You should also retain and acquaint yourself with the Undergraduate Catalog published for the year you enter Christopher Newport University, particularly “General Academic Policies and Procedures” and the sections related to the Honors Program, your prospective major(s), and any other program of interest.

Finally, never hesitate to contact the Honors director or your Honors adviser if we can be of assistance!

A handwritten signature in black ink that reads "Jay Paul". The signature is fluid and cursive, with the first letters of each name being capitalized and prominent.

Director of the Honors Program

Purpose & Philosophy

Our purpose is simple: to challenge you to excel in and beyond the classroom.

The Honors Program allows you, through consultation with your adviser, to design an academic experience in keeping with your personal, intellectual, and professional goals. As an Honors student you will:

- Enroll in small, interdisciplinary seminars designed and taught by the Honors faculty
- Advance quickly into upper-level courses, bypassing some prerequisites
- Add a minor or second major, or create an interdisciplinary cluster of classes
- Deepen your knowledge of your major through independent study and research, socially significant community service, and/or international study
- Work closely with an Honors adviser to develop a purposeful plan and to design your unique curriculum

Christopher Newport University is a liberal arts institution. Instead of approaching each discipline separately, Honors Seminars and Inquiries engage you first-hand in research and discussions as you explore and connect disciplines. In these venues, everyone teaches and everyone learns.

Honors faculty and advisers enjoy working with students. Yes, they are dedicated to their academic fields and well-prepared for their responsibilities. But they are also eager to connect with you and take great satisfaction in your development, academic as well as personal. Expect to make lasting friends in Honors!

Honors Advising

Academic advising is a cooperative educational partnership grounded in mutual respect and a shared commitment to student growth and success.

Honors advisers are available, approachable and personable. In demonstrating concern for and interest in an advisee, the adviser will listen well, ask probing questions and allow the student to weigh options and possibilities.

The partnership respects the autonomy and intellect of each student and acknowledges the broader developmental and educational contexts within which academic advising occurs. So in encouraging and guiding the student to formulate a plan of study, the advisor will

- Involve students in thinking about academic interests and post-graduate aspirations
- Prompt students to begin thinking about effective ways to explore goals and objectives for their lives, to establish a career path, and to discover ways to serve others as they learn and mature
- Encourage self-reflection and the exploration of options and resources
- Challenge students to explore possibilities, develop new skills and broaden educational experiences (within and outside the classroom)
- Encourage students to consider alternatives, limitations, and consequences of their choices, both academic and personal
- Assist the advisee to take control of his or her life (coming to college may be the first experience away from home, a development that may involve difficulties; the adviser may guide the student toward a life of independence and maturity but at the same time avoid doing everything for the student or making decisions for him or her.)

Responsibilities of the Student

1. Clarify personal values, interests, aptitudes and goals. Reflect on why you wish to take particular courses and what you hope to accomplish with your Christopher Newport University education.
2. Be knowledgeable about Christopher Newport University policies, procedures and requirements. Become familiar with your edition of the catalog and read course descriptions prior to advising sessions.
3. Accept responsibility for making your own decisions.
4. Make your first Honors advising appointment no later than the sixth week of classes.

Responsibilities of the Advisor

1. Develop knowledge of the student as an individual.
2. Regard advising as a conversation that continues until commencement.
3. Help students define and develop realistic goals.
4. Ask probing questions, and allow students to find answers.
5. Refer students to campus resources as appropriate.
6. Assist students in planning a program consistent with their abilities, interests, and goals.
7. Monitor progress toward education and career goals by reviewing academic records with the student.
8. Encourage students to explore connections between academic preparation and potential careers.

Reminder: The advisor must maintain confidentiality (i.e., will not discuss issues with parents and non-CNU persons without written permission).

Adapted from Hendrix University, St. Louis University, Carnegie Mellon Institute of Technology, the University of Wisconsin-Madison, Lourdes University, Berea College.

The Honors Curriculum

REQUIREMENTS FOR STUDENTS ENTERING HONORS IN 2021 AND AFTER

HONR 100	3 credits (Semester 1)
Second Language Literacy	3 credits
Mathematical Literacy	3-4 credits
Economic Modeling and Analysis	3 credits
Civic and Democratic Engagement	3 credits
One A of I INW course and accompanying lab	4-5 credits

Any three 310-level seminars: 9 credits (Semesters 2-4)

All individual Honors Seminar titles and descriptions appear at my.cnu.edu/honors.

At least two Inquiry classes, which may be the same course number or differing numbers. For complete logistics, see my.cnu.edu/honors.

HONR 381 Major-Related Study and Research	0-3 credits [may be taken twice]
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HONR 382 Civic Engagement	1-3 credits [may be taken twice]
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HONR 383 Study Abroad	0 credits
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HONR 484 Portfolio	1 credit
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HONR 490W Probs/Modern World	3 credits
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HONR 010 (taken twice)	0 credits (Semesters 1-2)
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HONR 020 (taken twice)	0 credits (Semesters 3-4)
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HONR 030 (taken twice)	0 credits (Semesters 5-6)
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HONR 040 (taken once)	0 credits (Semester 7)
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An additional WI course	1-3 credits
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Honors Requirements

Requirement	Course # and Title	Date Completed
HONR 100		
Second Language Literacy (ULLC)		
Mathematical Literacy I (ULLC)		
Economical Modeling (ULLC)		
Civic and Democratic Engagement (ULLC)		
One INW course plus lab (ULLC)		
Any three 310-level seminars		
HONR 310		
HONR 310		
HONR 310		
Any two of the following Honors Inquiries		
HONR 381		
HONR 382		
HONR 383		
HONR 484		
HONR 490		
HONR 010 (fall)		
HONR 010 (spring)		
HONR 020 (F)		
HONR 020 (S)		
HONR 030 (F)		
HONR 030 (S)		
HONR 040 (F)		
An Additional WI Course		



300-Level Honors Seminars

These highly interactive, interdisciplinary courses, which Honors students take during the first two years, explore significant topics or questions proposed by faculty. They involve substantial writing (and rewriting) and practice in at least one other major skill set (e.g., quantitative analysis, computer skills, critical thinking, oral presentation, geography, scientific reasoning, and hypothesizing). Substantial work is expected, in order to introduce or demonstrate means of achieving excellence. Interdisciplinary results from assignments related to more than one academic discipline, class sessions involving various intellectual approaches and perspectives, and/or student presentations utilizing the thinking and perspectives of various majors.

Honors Inquiries

Each Honors student, most likely during the junior and senior years, must complete at least two of the Inquiries described below. You may repeat the same Inquiry or complete two different ones.

HONR 381: Major-Related Independent Activity (0-3 credits; may be taken twice)

When taken for credit, this Inquiry documents independent study in the major. HONR 381 is the equivalent of existing departmental independent studies and uses existing procedures. (As appropriate, this Inquiry may occur in a discipline outside the major.)

If individual research is already required by the major department, HONR 381 will not result in additional credit but serve only as a completion marker for the Honors Program requirement.

Notify the director when credits earned through major-related study are posted on transcript. The following courses, entailing independent research, automatically show up as an Honors Inquiry on the What If Analysis / Degreeworks: (BIOL 391W, BIOL 491W, BIOL 492W, CHEM 391W, CPEN 498, CPSC 498, CYBR 498W, EENG 498, FNAR 401, FNAR 488, FNAR 490W, HUMN 100, HUMN 200, HUMN 300, HUMN 400, MATH 451, MATH 485 MUSC 490W, NEUR 490W, PHIL 490W, PHYS 498W, PCSE 498, IDST 490, SOWK 493).

Departmental Independent Study courses (e.g., PSYC 499, HIST 499) also qualify for the notation. Students must notify the Honors director when course credits are posted on the unofficial transcript in order to receive the zero-credit HONR 381 notation.

HONR 382: Civic Engagement (0-3 credits; may be taken twice) encourages students to participate in service learning experiences related to their long-term goals.

A completed, approved 382 Contract is required:

[myCNU](#) > [Department Listing](#) > [Honors Program](#) > [HONR 382 Civic Engagement Inquiry Contract](#).

A minimum of 40 hours of volunteer activity is required for each academic credit. The student must keep a written log of all activities related to the inquiry, and submit a reflective essay of 1,000 words or longer at the end of the project. The hours devoted to the inquiry may also contribute to the fulfillment of the service requirement for the President's Leadership Program.

Inquiry is completed outside of a formal course; credit is assigned and given by the Honors Program. 40 hours must be completed per academic credit.

The director must review and approve the contract. Following completion of the inquiry activity, students must submit a 1,000-word reflection essay and have a supervisor email confirmation to the director.

Common ways to fulfill requirement include, but are not limited to: jobs, internships, volunteer hours, active leadership roles and hours in Christopher Newport University faculty-led labs outside the classroom.

Students are responsible for registering for HONR 382 in the semester designated in his/her contract. The director posts the grade awarded the paper at the end of that semester.

HONR 383: Study Abroad confirms the completion of a study abroad for academic credit. Notify the director when study abroad credits and grade(s) have been posted on your transcript.

The Honors Portfolio (the final requirement of the Honors Program)

HONR 484: The Honors Portfolio (1 credit)

(Students must enroll in this class during their final semester.)

For the student

- to provide a record of personal and intellectual development
- to encourage regular reflection upon one's knowledge, interests, goals and view of self

For the adviser

- to amplify the record of student's work beyond the transcript
- to raise questions that promote the development (clarification, focusing, altering, etc.) of the student's personal statement

For the program

- to provide means of monitoring student progress
- to fulfill the first measure of the Honors Program Assessment Plan

Process for Compiling the Portfolio

Each student will develop a personal statement (details on the next page) and submit it by the deadline announced each year. While the statement may be influenced by discussions with the student's Honors adviser and/or faculty, the student is responsible to submit the statement.

In their final semester, students register for HONR 484 and submit their statements on Scholar.

Personal Statement (aka Academic Plan)

Being in the Honors Program means being purposeful about your education. You have been encouraged to organize your efforts in and beyond the classroom in keeping with your personal and professional goals. To this end, you should have drafted at least four iterations of your personal statement (or three, if you are graduating in fewer than four years).

Enroll in HONR 484 during your final semester of Christopher Newport University, and ensure your portfolio is complete by the third week of the semester. Using the rubric and grading scale, an Honors faculty member will review your portfolio to determine the following:

- The final personal statement articulates credible personal and professional goals
- The contents of the student’s curriculum, especially the Honors Inquiries, are congruent with the personal and professional goals.
- Collectively, the personal statements demonstrate the clarification and focusing of personal and professional goals.

Writing a personal statement is an act of assessment and even self-discovery. The statement should be inseparable from the important choices you have made at Christopher Newport University. It should describe your thought process and the evolution of your development in a reflective way. Consider it an intellectual autobiography — a narrative of moving forward — the sort of statement that is often a part of an application for graduate study or of a professional evaluation.

The final personal statement should be approximately three to five double-spaced pages. It should describe the components of your experience relevant to your goals. That is, by detailing your significant efforts and their results, you will be informing your development to the reviewers (and not have to worry about sounding boastful).

Be sure to include knowledge, interests, view of self, personal goals, and professional goals. You can do this in any way that is logical, but consider a topical or chronological organization. (You might consider headings or bolding key words.) If you have known your professional goals from the day you arrived here, make sure that you show how your major, your Inquiries, maybe even something extracurricular connect to the goal. If you’ve changed your goals, take us through the steps. If an internship caused you to change course, make that connection unmistakable.

If someone asked what were the five (or whatever number is appropriate) most important parts of your education that have led to the achievement of your goals, how would you answer? Identifying each would be a start. But we need to understand what each consisted of, what it taught you or allowed you to try, and we need to understand how you see all of the parts relating to one another, and especially to your goals.

Portfolio Assessment Criteria

For the purposes of grading the portfolio (HONR 484) and fulfilling the first part of the Honors Program Assessment Plan, the following criteria shall apply:

- The final personal statement will articulate credible personal and professional goals.
- The contents of the student's curriculum, especially the Honors Inquiries, are congruent with the personal and professional goals.
- Collectively, the four personal statements will demonstrate the clarification and focusing of personal and professional goals.

Activity Classes (HONR 010, 020, 030, 040)

Honors students are expected to attend/participate in selected intellectual and cultural events each semester and submit brief reports to the director within one week of each event.

Enroll in an activity class as you would any other class: HONR 010 is required each semester of the first year, HONR 020 each semester of the second year, and so on. If you study abroad, the activity requirement is waived for that semester.

The Honors Program posts guidelines on Scholar. Please review them each semester in case of changes. You will be informed of approved events via weekly email newsletters and the Honors calendar. Other events, unknown to the program, may well conform to the guidelines on Scholar.

Activity classes earn no credit and thus cost nothing. These courses comprise a "completion" requirement of the program; as such, they will appear in the Honors Program evaluation on the what-if analysis.

Continuing in the Honors Program

I. Student Progress

Honors student records will be reviewed twice yearly — before the start of the second semester and by the end of May — to ensure students complete Honors requirements and total credit benchmarks while maintaining the appropriate grade-point average.

A. Grade-Point Average & Credits Completed

- 3.30 or above (maximum of two warnings for lower GPA)
- 30 or more credits at Christopher Newport University each year (includes study abroad credits)

B. Enrollment in Honors Courses

- If an Honors student fails to register for the seminar required in the following semester, he/she is subject to removal from the program. If removed, he/she must adjust his/her registration accordingly (see II. below).
- Withdrawing from an Honors seminar or inquiry constitutes withdrawal from the Honors Program unless the director approves a waiver.

II. When a Student Leaves, or Is Removed from, the Honors Program

After first semester

The LLC requirement will be reinstated, except any requirements already fulfilled (i.e., AP, IB, dual enrollment, transfer, Christopher Newport University courses).

After second semester

The LLC requirement will be reinstated, except ENGL 123, the Areas of Inquiry corresponding to the HONR seminar completed, and any requirements already fulfilled.

After third semester

The LLC requirement will be reinstated, except ENGL 123, the Areas of Inquiry corresponding to the HONR seminars completed, and any requirements already fulfilled.

After fourth semester

If the student has successfully completed HONR 100 and three HONR seminars, the LLC is waived, except Global and Multicultural Perspectives, Logical Reasoning, Civic and Democratic Engagement, Mathematics Literacy, Second Language Literacy, Economic Modeling and Analysis, and one Investigating the Natural World course with accompanying lab.

After 5th, 6th, 7th or 8th semester

If the student has successfully completed HONR 100, three HONR seminars, and HONR 490, the LLC is waived, except Civic and Democratic Engagement, Mathematics Literacy, Second Language Literacy, and Economic Modeling and Analysis, and one Investigating the Natural World course with accompanying lab.

Priority Registration

While your ongoing conversation with your Honors adviser should focus on your entire academic plan, including post-graduate goals, it is important to take advantage of priority registration, a privilege available to all Honors students.

Priority registration means you have the privilege of registering before your peers. The director will notify you of the dates for your class before the advisement and registration periods start. (Note: These dates are not publicized by the registrar.)

It is important to meet with your advisor and finalize your schedule for the following semester (including some alternatives) in time for your priority date. This privilege can be essential to getting your desired schedule. In fact, some classes and/or labs may not be available otherwise.

Priority Housing

Students with Honors Program scholarships are entitled to priority housing. It is imperative to pay attention to emails about the housing process and act on them as requested.

Registering for Classes

- Main advising typically occurs during a two-week period in late October for spring enrollment and late March for summer and fall enrollment. Please check the Office of the Registrar website for information on advising periods and registration dates. Sign up early for an advising appointment at your advisor's office.
- Advising appointments occur during the two-week period immediately preceding the registration period. Make your appointment early.
- Review your requirements in your catalog and the Honors Program Handbook.
- Study the next semester's schedule of courses found under the Current Student listing on navigator.cnu.edu/StudentScheduleofClasses.
- Check *CNU Live* for enrollment holds. You cannot register until holds are cleared.
- Prepare a tentative plan of courses (including at least two alternates).
- Take your tentative plan to your advising appointment, including a copy of the transcript from your *CNU Live*.
- Appear on time with your draft schedule and *CNU Live* transcript. If you have to change an appointment time, let your adviser know in advance.
- If your department requires the use of an alternate PIN for registration, you will receive it from your adviser after the two of you have reviewed your plan for the next semester. During your first year, you will need your alternate PIN in order to register on the assigned day.

Two Essential Resources

Undergraduate Catalog

The Undergraduate Catalog published for the year you enter Christopher Newport University remains the authority on your academic requirements. Period.

With this in mind, you should (1) keep it and (2) read it. More precisely, you should acquaint yourself with the sections that could affect you. “General Academic Policies and Procedures” contains information essential to avoiding unfortunate surprises about requirements, transfer credits, graduation date, etc. You need to know what this section talks about.

In addition, the catalog is a great place to explore the offerings of the University — programs as well as individual courses.

And once you settle on a major, the pages devoted to that should get very dog-eared. In the same vein, the pages about the Honors Program detail what to do to stay in the program and complete it successfully, as well as what would be expected should be opt out.

In short, protect yourself by meeting the catalog and making it your friend.

What If Analysis / Degreeworks (aka CAPP)

CNU Live offers the best way to track your academic progress.

Once you log onto *CNU Live*, click on Student Services and Financial Aid, then on Student Records, then on Degree Evaluation (aka, the mortarboard [graduation cap] icon). You can use this function to chart your major, or to experiment with possible combinations of majors and minors. Click on What If Analysis / Degreeworks and answer the required questions. Note: You will have to identify your major (and concentration if applicable) twice. Generate a request, and choose Detail Request. In a matter of seconds, you’ll be able to see how you stand in relation to the programs you choose.

Important: CAPP counts current courses as complete.

Running a current what-if analysis should be part of your preparation for every advising appointment and semester registration.

Timeline Toward Graduation

All Four Years

- Check Christopher Newport University e-mail and *My CNU* regularly for important campus messages.
- Keep an academic planner.
- Survey syllabi and plan an appropriate study schedule.
- Check transcript for accuracy — transfer credit, etc.
- Check *CNU Live* for midterm grades, final grades and academic standing.
- Keep track of progress, both major and Honors requirements.
- Meet with Honors adviser at least annually about progress and changes in academic plan.

First Year

- Meet with your Honors core adviser to discuss development of your academic plan, goals and aspirations for your future as requested and as often as you desire.
- Check your transcript on *CNU Live* to make sure all transfer credit (AP, IB, UC, dual enrollment, etc.) has been listed. If not, contact the Registrar's Office at 594-7155 for assistance.
- If you have not yet decided on a major, review options with your adviser, talk with other professors, and visit the Center for Career Planning (CCP), DSU Suite 3100.
- If you plan to major in music or either of the biology programs, you should declare your major immediately at the Office of the Registrar.

Second Year

- Participate in Signing Day (late January or early February) to declare your major, but keep in mind that you may change your major(s) and/or minor(s) subsequently.
- If you plan to study abroad, meet with someone in the Study Abroad office (DSU 180).
- Explore internship opportunities at the CCP and with faculty in your major.

Third Year

- If you have not already done so, it is vital to declare your major in the Registrar's Office. (You must declare by the time you have earned 60 credits.)
- Begin to explore options for graduate school. (See Graduate School Checklist.)
- Check for dates to take graduate school admissions tests.
- File an Intent to Graduate form at the Registrar's Office once you have earned 75 credits. (See deadlines listed in the Academic Policies and Procedures sections of the Undergraduate Catalog.)
- Investigate internship opportunities, if you have not yet done so.

Fourth Year

- Before registering for your final semester, make an appointment with your major adviser to verify any requirements for your final semester.
- Apply for graduate school.
- Ask faculty for letters of recommendation.
- Attend Honors/CCP Personal Statement Workshop.
- If planning to go directly into the workforce, complete your resume and cover letter, and schedule a mock interview with someone from the Office of Career Development.
- Order graduation regalia and announcements.
- If needed, make hotel arrangements for your family for commencement weekend.

TIPS FOR CHOOSING A MAJOR AT CHRISTOPHER NEWPORT UNIVERSITY

Gathering information about yourself is an important step in deciding your major and/or career:

- What are your interests?
- What activities do you enjoy?
- What are your talents?
- What skills have you developed — mathematical, technical, oral and written communication, scientific reasoning, etc.?
- What skills would you like to develop?
- What are your significant accomplishments to date?
- What would you like your career to be like?
- What would your parents, friends, family be able to add to your list of answers?



Next steps:

- If you have an idea of a possible major or majors, take the required courses your first semester. This will help you eliminate or continue in a particular major and won't slow your progress in that major. This is particularly important if you are interested in any of the science majors.
- Take a variety of courses to find what areas motivate you and spark your interest. Think back on subjects you have really enjoyed in the past and others you have not enjoyed.
- Read the Christopher Newport University catalog — eliminate majors that do not interest you and concentrate on the requirements and course descriptions of majors you might find interesting.
- Talk to faculty and friends in various majors to gather information about the majors.
- Attend a meeting of a student or professional organization related to a field you are interested in; see how comfortable and interested you are in the subjects discussed and with the people involved.
- Investigate co-op, internship and volunteer opportunities in your career interest areas.
- Learn what skills you will need to develop to be successful in your careers of interest.
- Go to the CCP website: my.cnu.edu/ccp. Use the many major and career resources available there to do more major and career exploration.
- Do a Google search: How to choose a college major. Information on choosing majors will appear from a broad range of resources.

THINKING ABOUT GRADUATE SCHOOL?

Graduate/Professional School Checklist

It is important to start gathering information early in order to be able to complete your applications on time. Most people should start the process a full year and a half before their anticipated date of admission.

Spring Sophomore Year and Fall Junior Year

- Explore programs of interest. Discuss programs with several professors and advisers.
- Look through the *Peterson's Guide* and the *Guide to Graduate and Professional Schools* www.petersons.com, *Barron's Guide to Law School*, and *Barron's Guide to Medical and Dental Schools* available in the CCP.
- Request admission and financial aid information (research scholarships, grants, assistantships and fellowships).
- Start to get to know faculty members who could provide strong letters of recommendation by your senior year.
- Check on application deadlines and rolling admissions policies.
- For medical, dental, osteopathy, podiatry, or law school, you may need to register for the national application or data assembly service most programs use.

Spring Junior Year

- Register for any required exam (e.g., GRE, GMAT, LSAT, MCAT, DAT). The CCP can provide you with information concerning these exams.
- Prepare for exam; use study guides.
- Schedule and go on campus visits.

Fall Senior Year

- Request your transcript from the Registrar’s Office and from other schools you may have attended.
- Do more research on the programs you are considering. Where do their graduates get jobs? Note: Outstanding candidates should explore funding opportunities — full or partial tuition remission, teaching assistantships, research assistantships, etc.
- Complete each application thoroughly and submit materials to selected programs.
- Some students apply to five or more programs to increase their options. Send your test scores to schools of your choice.
- Ask an adviser, professor or friend to proofread your applications.
- Consult Honors adviser or director re: personal statement for applications. Attend Honors Personal Statement Workshop.
- Ask faculty to write letters of recommendation (be sure to give them at least four to six weeks advance notice). Provide addressed, stamped envelopes for their use.

Spring Senior Year

- Check with all institutions before the deadline to make sure your file is complete.
- Visit institutions that accept you.
- Send a deposit to your institution of choice.
- Notify other colleges and universities that accepted you of your decision so that they may admit students on their waiting list.
- Send thank-you notes to people who wrote you recommendation letters, informing them of your success.

For additional information visit these and other websites:

- *Peterson’s Guide*: www.petersons.com
- *U.S. News & World Report*: www.usnews.com/best-graduate-schools

Additional Resources and How-Tos

Office of Student Involvement (757) 594-7492

David Student Union, 180-185 my.cnu.edu/studentengagement

- Minor in civic engagement
- Service learning
- Volunteer CNU

Financial Aid (757) 594-7170

Christopher Newport Hall, 107 cnu.edu/financialaid

- Financial aid process
- Federal loans
- Federal work study
- Grants programs
- Scholarships
- Student employment

Housing (757) 594-7527

Christopher Newport Hall, Suite 300 cnu.edu/housing

- Housing assignments
- Housing lottery guidelines and instructions
- Room and board charges
- Dining services and meal plans

Study Abroad (757) 594-8083

David Student Union, 180 my.cnu.edu/studyabroad

- Intern, work, and volunteer abroad

Center for Career Planning (757) 594-8887

Christopher Newport Hall, Suite 305 my.cnu.edu/ccp

- Major and career counseling
- Internships and experiential learning
- Graduate school planning
- Job search assistance
- Career and graduate school fairs

Office of Counseling Services (757) 594-7047

Freeman Center, H230 my.cnu.edu/counseling

- Personal counseling
- Stress management
- Help with adjusting to college
- Goal setting
- Values clarification

Registrar's Office

(757) 594-7155

Christopher Newport
Hall, First Floor

my.cnu.edu/registrar

- Student record maintenance
- Transcripts
- Registration for classes
- Schedule of classes
- Transfer credit, dual enrollment credit, AP credit, International baccalaureate credit, University of Cambridge Examinations
- Credit evaluations
- Schedule changes
- Declaration (change) of majors, concentrations and minors
- Degree evaluations

Student Accounts

(757) 594-7195

Christopher Newport
Hall, 106

[my.cnu.edu/
businessoffice/
students](http://my.cnu.edu/businessoffice/students)

- Tuition information
- Cash services
- Tuition payment deadlines
- Tuition payment plan
- General fees

Student Activities

(757) 594-7160

David Student Union,
Third Floor

[my.cnu.edu/
studentactivities](http://my.cnu.edu/studentactivities)

- Student Activities
- Greek Life
- Residence Life
- Multicultural Student Services

Office of Teacher Preparation

(757) 594-8096

McMurrin 253 & 255

[my.cnu.edu/
teacherprep](http://my.cnu.edu/teacherprep)

- Master's degree in teaching
- Certification for teaching
- Advising for students in the teacher preparation program

University Health and Wellness Services

(757) 594-7661

Freeman Center,
First Floor

my.cnu.edu/health

- Lab tests
- Injections
- Sutures
- First aid
- Vaccinations and TB testing

How to

Declare (Change) major, concentration, minor

- Student Forms and Resources, https://my.cnu.edu/studentssuccess/advising/_pdf/cnu-form-declaration_of_major_minor_concentration.pdf
- Complete form and return to Registrar's Office for processing.

Take a course at another institution of higher learning

- cnu.edu/registrar/courses

Request a transcript

- cnu.edu/registrar/transcripts

File your intent to graduate

- cnu.edu/registrar/forms
- Intent to Graduate form (file after earning 75 credits)



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