

# HISTORY ADVISING FOR FACULTY FAQs

#1- Ask "Are you a history major or history minor?"

- If a major, make sure they have declared the major- <https://registrar.ucf.edu/change-of-major/>
- If a history minor, tell them that they may take any two lower-level courses and any four upper-level courses- <https://www.ucf.edu/catalog/undergraduate/#/programs/BkQUkZOou?q=minor%20history&&limit=20&skip=0&bc=true&bcCurrent=History%20Minor&bcltemType=programs>
- If they're a history major and are minoring in an area studies program, they will be assigned to the coordinator of that minor. For instance, Middle Eastern Studies minors will be assigned to the Middle Eastern Studies Minor coordinator.

#2- Ask: "are you a first time in college student or a transfer student?" This will help you determine which level they should focus on, such as beginning with lower-level courses or upper-level courses

- What is FTIC?
  - "First time in college" student. They are typically freshman and may come in with AP high school credits
- Typically, transfer students come in with 60 credits or more. They completed their associate degree, including the GEP and 2000 or lower-level courses (i.e., AMH 2010)

#3- When they come to see you, students must generate a degree audit to help you in planning their semester- <https://registrar.ucf.edu/my-knight-audit/#training>

#4- For **ONLINE** history majors only, they will need an orientation access code to complete the fully online orientation and to enroll in online classes. Advisors will need to contact [history@ucf.edu](mailto:history@ucf.edu) to obtain the semester's current access code. You can then share this access code directly with students as they request it. Typically, this initial advising meeting will take place via Zoom or phone.

#5- If a student does not know if they are an "online only" student, direct them to [my.UCF.edu](http://my.UCF.edu), "Student Self Service" tab to discover their status and major or contact the CAHSA advisor at [cahsa@ucf.edu](mailto:cahsa@ucf.edu). They must have their student ID number ready for CAHSA.

#6- Any question outside of the BA History degree, guide them to CAHSA, [cahsa@ucf.edu](mailto:cahsa@ucf.edu).

#7- If a student cannot register, ask them to check for "holds" on their record at [my.UCF.edu](http://my.UCF.edu) student center. At this site, they will receive instructions on how to remove the hold.

#8- Remind the student to check their enrollment appointment date at [my.UCF.edu](http://my.UCF.edu), "Student Self Service."

#9- If they want to update their catalog year for any reason, they should email [history@ucf.edu](mailto:history@ucf.edu) as this requires the history chair's permission.

#10- If a student comes in with a "Plan of Study" form that they received from CAHSA, indicating that there is an academic issue: (1) ask for their degree audit, (2) review, approve, and sign the form, and (3) offer guidance. These plans are required before they can enroll in classes.



## Suggestions for What to Discuss with your Advisor

### Freshman/Transfer Meeting

- History Department Events (ice cream social, speakers)
- Minor
- Double Majors
- Writing Center
- Language
- Advising
- Career Goals

### Sophomore Meeting

- History Department Events (Speakers, workshops, Café Conversations)
- Minor
- Double Majors
- Language
- Internship
- Study Abroad
- Undergraduate Research
- Phi Alpha Theta (PAT)
- Career Goals

### Junior/Transfer Meeting

- History Department Events (Speakers, Career Workshops)
- Internship
- Study Abroad
- Undergraduate Research
- Phi Alpha Theta (PAT)
- Conferences
- Publications (*URJ*)
- Scholarships and Grants
- Honors Undergraduate Thesis (HUT thesis)
- GRE/LSAT
- Career Goals

### Senior Meeting

- History Department Events
- Graduation Requirements
- Exit Survey and Portfolio Class
- Letters of Recommendation
- Graduate Applications
- Publications
- Conferences
- Career Goals

### Informal Track Summaries

- Public History MA/PhD
- History MA/PhD
- Law School
- Secondary Education



# History Advising Checklist

*This helpful checklist can guide you in planning your courses to complete a BA in History! <sup>1</sup>*

*Please use this checklist when reviewing your myKnight degree audit*

## Lower Level Courses <sup>2</sup>

- \_\_\_\_\_ : Completed EUH 2000/2001 **OR** WOH 2012/2022 sequence <sup>3</sup>
- \_\_\_\_\_ : Required as prerequisites: AMH 2010 and AMH 2020 sequence <sup>4</sup>

## Upper Level Courses <sup>5</sup>

Select **four** out of these five tracks & take **two** courses within each track:

- \_\_\_\_\_ : Completed 2 upper-level AMH courses
- \_\_\_\_\_ : Completed 2 upper-level LAH courses
- \_\_\_\_\_ : Completed 2 upper-level ASH/AFH courses
- \_\_\_\_\_ : Completed 2 upper-level EUH courses
- \_\_\_\_\_ : Completed 2 upper-level WOH/HIS courses

## Additional Required Upper Level Courses

- \_\_\_\_\_ : In your first semester, completed **HIS 3600-Professionalizing the History Major**
- \_\_\_\_\_ : After 12 upper-level History courses, completed **HIS 4150-History and Historians**
- \_\_\_\_\_ : In your final semester, enrolled in **HIS 4959-History Portfolio** and turned in Portfolio
- \_\_\_\_\_ : Completed 1 additional upper-level history course (AMH, LAH, ASH, AFH, EUH, WOH, HIS, or internship course)

## Non-History Requirements

- \_\_\_\_\_ : Completed the General Education Program (GEP)
- \_\_\_\_\_ : Completed foreign language proficiency (2 semesters of a language)

### Hour Requirements

- Completed 39 hours total in History courses
- Completed 120 total hours overall
- Completed 42 total upper-level hours overall

<sup>1</sup> This chart is NOT meant to replace either the degree audit or the requirements in the Undergraduate catalog. This chart is designed to clarify items in those documents. Always refer to your degree audit and the catalog to understand the department's and university's requirements for the degree.

<sup>2</sup> A student must earn a "C" or higher for history courses to count towards the major

<sup>3</sup> In certain cases, with the approval of the History Department, 2 upper-level courses can substitute for one of these sequences

<sup>4</sup> AMH2010-2020 are required as prerequisites but do not count toward the credits for the degree

<sup>5</sup> Upper-Level courses are those numbering 3000 and 4000. Most HIS and WOH courses toward toward upper-level regional categories (i.e. LAH, ASH, EUH)

# Department of History

## Undergraduate Degree Requirements

*In order to graduate from UCF with a BA in History, you must complete 39 semester hours of history courses with a grade of a "C" or better.*

*A maximum of 18 hours of history courses may be accepted from transfer institutions upon approval of the department chair.*

### All majors must:

- Complete thirty-three (33) semester hours of upper division (3000 level and above) history courses with at least six (6) hours in **any four (4) of the following five (5) categories**:
  - US and Canada (AMH)
  - Asia, Africa, and Middle Eastern (ASH or AFH)
  - British and European (EUH)
  - Latin America (LAH)
  - World History, non-geographical or public/digital history (WOH or HIS)
- Complete **HIS 3600 (Professionalizing the History Major)** during the year of admission in the History BA program- 3hrs.
- Complete **HIS 4150 (History and Historians)** after the completion of 12 upper-level history credits, including HIS 3600- 3hrs.
- Complete **HIS 4959 (History Portfolio)** in graduating semester and submit a final portfolio of 8-12 final works
  - This will include representative samples of student's written work included but not limited to: book reviews, in-class exams, and research papers. These must be final copies (no revised copies or rough drafts).
- Meet the following GPA requirements:
  - minimum 2.0 GPA in all completed courses
  - minimum 2.0 GPA in all courses taken at UCF
  - minimum 2.0 GPA in all history courses
- Meet the following university exit requirements:
  - minimum of 120 semester hours
  - minimum 42 semester hours in 3000 level courses or higher
    - the last 30 semester hours must be completed at UCF for residency requirement
- Complete two (2) semesters of one foreign language.
  - These two semesters may have been taken at a transfer institution or may be taken upon entering UCF. This requirement may also be met by passing a language proficiency test at UCF.
    - Majors who are contemplating graduate school should complete three semesters of a spoken foreign language, preferable one functional in their area of historical interest.