

Frequently Asked Questions by Faculty When Advising Students about their Liberal Studies Program Requirements

When advising students during registration, what is the most efficient way to search for LSP course offerings?

Where can I find LSP requirements by particular majors and/or colleges?

Where can I find LSP course descriptions?

For individual students or advisees, how do I find what courses they've already taken, or still need to take to complete their LSP requirements?

Are MTL I (LSP 120) & MTL II (LSP 121) a prerequisites for SI courses? Does it matter which type of SI course it is?

Is any Domain course eligible for the MTL course reduction?

What if my advisee is a transfer student? What do I tell them about which LSP requirements have been met and which ones remain?

How can I help my advisees think strategically about the LSP requirements? What are *Themed Groupings* and where can I find out more about them?

Students sometimes have limited views about the value of general education requirements and sometimes discuss them in terms of "getting these courses out of the way." What can I do to improve that kind of attitude and to best describe the benefits of the LSP?

How and when it is appropriate to have a student apply for a substitution or waiver of a Liberal Studies requirement?

What is the Modern Language Option?

How do I advise students about the various options available to them for meeting their Junior-Year Experiential Learning Requirement

How can courses in double majors be used in learning domains?

As an advisor, who should I contact if I have LSP-related advising questions?

- When advising students during registration, what is the most efficient way to search for LSP course offerings?

First log in to Campus Connection or enter as a "Guest." Find "Search for Classes."

Menu

Search:

- Search for Classes
- Schedule of Classes
- Course Catalog
- Course Descriptions
- Make A Payment
- E-Bill: View
- Apply Now!

Search for Classes

Enter Search Criteria

Institution:

Term:

[Switch to All Terms](#)

Select at least 2 search criteria. Click Search to view your search results.

Class Search Criteria

Course Career:

Location:

Liberal Studies Requirement:

SNL Requirement Designation:

Meeting Time of Day:

Day of Week:

Mon Tues Wed Thurs Fri Sat Sun

Use Additional Search Criteria to narrow your search results.

[Additional Search Criteria](#)

[CLEAR CRITERIA](#) [SEARCH](#)

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|---|---------------------------------------|---|---|-------------------------------|--------------------------------|
| Liberal Arts & Sciences | Communication | Computing & Digital Media | Education | Music | New Learning |
| AfricanBlack Diaspora Studies | Communication | Animation | Early Childhood Education | Applied Brass | Arts and Ideas |
| American Sign Language | Communication Studies | Comp.Info and | | Applied | |
| American Studies | | | | | |

Tip 1: At the top of the screen in the *Enter Search Criteria* box, be sure the drop down menu is set to the correct (upcoming) quarter, and under that in the *Class Search Criteria* box, be sure the drop down menu is set to *Undergraduate* courses.

Tip 2: In the *Class Search Criteria* box, there is a drop down menu labeled *Liberal Studies Requirement*. There all LSP course types can be found and selected. In the *Class Search Criteria* box, there is also an "Additional Search Criteria" link to narrow down by particular times, instructors, campuses, online options, etc.

Tip 3: You must click the **SEARCH** button before the class search is activated. Simply hitting "return" does not start it.

Tip 4: When looking for courses associated with the **FIRST-YEAR PROGRAM** (with the exception of autumn Chicago Quarter offerings (**LSP 110 / LSP 111**), into which students are enrolled by summer advisors only), be sure to first select the **FIRST-YEAR PROGRAM** option in the LSP drop down menu. This enables searches for the following courses:

LSP 112 (Focal Point Seminars, offered in winter and spring quarters only)

LSP 120 (MTL I) & **LSP 121** (MTL II).

TIP 5: When searching for LSP 121 courses, you must look under the College of CDM.

WRD 103 / WRD 104 (Composition and Rhetoric courses)

LSP 111 (Explore Chicago, which generally has only two to three sections offered during winter and spring, and are reserved for first-year transfer students and others who for whatever reason did not complete their CQ requirement during autumn quarter).

- **Where can I find LSP requirements by particular majors and/or colleges?**

The Liberal Studies Program maintains a web page that provides students and faculty with each academic unit's LSP requirement information:

<http://liberalstudies.depaul.edu/CoursesandRequirements/index.asp>

The Undergraduate Course Catalog contains the specific LSP requirements by major:

<http://sr.depaul.edu/CourseCatalog/CurrentCourseCatalog/index.asp>

- **Where can I find LSP course descriptions?**

For LSP courses that do NOT have the LSP XXX code (i.e., courses such as those approved for credit in the six learning domain areas, the junior-year experiential courses, and the capstone seminars), course descriptions can be found in the Course Catalog (in Campus Connection), where each academic unit posts short descriptions of their offerings. For LSP coded courses, the process is somewhat different and depends on the particular LSP course in question:

For LSP 110 / LSP 111: Incoming students receive descriptions of Chicago Quarter courses when they receive their letters of acceptance to DePaul. (For description of the three to six Explore Chicago (LSP 111) courses offered during winter and spring, contact the First-Year Program at x54739).

For LSP 112: Descriptions of the individual Focal Point Seminar courses can be found on the LSP webpage, under *Courses and Requirements* (<http://liberalstudies.depaul.edu/CoursesandRequirements/index.asp>). **Note:** Features of this webpage may still be under construction.

For LSP 120 (MTL I) & LSP 121 (MTL II): Descriptions of the standardized curriculum of these two courses can be found on the LSP webpage, under *Courses and Requirements* (<http://liberalstudies.depaul.edu/CoursesandRequirements/index.asp>).

For LSP 200 (Sophomore Seminars): Descriptions can be found on the LSP webpage, under *Courses and Requirements* (<http://liberalstudies.depaul.edu/CoursesandRequirements/index.asp>). **Note:** Features of this webpage may still be under construction.

- **For individual students or advisees, how do I find what courses they've already taken, or still need to take to complete their LSP requirements?**

To find information about an individual student's progress toward meeting their LSP requirements, you will need to log on to Campus Connection, and then look for the link "For Academic Advisers" (on the left side), and then click on Advising Center. (You may have a direct link to Advising Center near the top of the screen, as well.)

If the student is one of your designated or assigned advisees, you will have access to their Degree Progress Report (DPR). Look in your alphabetical listing of your advisees to find the student of interest, and then scroll over to the far right in this box to find the DPR column. Click on this link (**Note:** Unless the student entered in 2007, these reports may not be entirely accurate. Even then, these reports are still a work in progress.) If the student is not one of your official academic advisees, he or she will have to personally log onto Campus Connection to gain access to his or her Degree Progress Report.

TIP 6: For students only, there is another option that they can click called the “What If” button. This allows them to see what would happen to their LSP requirements if they switched majors, for example. This function is also a work in progress until further notice.

- **Are MTL I (LSP 120) & MTL II (LSP 121) a prerequisites for SI courses? Does it matter which type of SI course it is?**

Yes, where required, the MTL sequence is a prerequisite for SI Domain courses. Students have the option, however, to test out of one or both of these courses. Generally three SI courses are required; one designated as a laboratory, one designated as quantitative, and a Scientific Inquiry elective. Some courses are listed as Laboratory/Quantitative may fulfill either the laboratory or quantitative requirement, but not both. When students are required to complete both LSP 120 & LSP 121, they reduce by one their Domain area requirements.

- **Is any Domain course eligible for the MTL course reduction?**

If the reduction is taken within the SI Domain area, only an SI-elective course is eligible. That is, students cannot opt out of taking either an SI lab course (either SIL or SIQL), nor can they opt out of the SI-Q requirement. Also, students cannot apply the course reduction in any Domain where only one course is required.

- **What if my advisee is a transfer student? What do I tell them about which LSP requirements have been met and which ones remain?**

Transfer students are responsible for knowing how their transferred credit articulates to their DePaul degree requirements. Each college has devised materials that reflect this, in addition to the DPR (e.g., a credit evaluation form, a degree check sheet, a DARS report). If students change their program/plan or inter-college transfer, these articulations may change. Students need to keep up with these changes; you are not responsible for this. Do not try to advise transfer students about LSP courses without using these supplementary materials.

- **How can I help my advisees think strategically about the LSP requirements? What are *Themed Groupings* and where can I find out more about them?**

A **Themed Grouping** serves a similar function to a declared minor, or any other secondary area of specialization, and thus can strengthen or compliment a student's chosen field of study. *Themed Groupings* can be indicated on cover letters and mentioned during interviews as a unique way for students to market themselves, whether applying for a job or to graduate schools / professional programs. As an advisor, you should familiarize yourself with *Themed Groupings* and how to develop them. This information is available on the LSP webpage at: <http://liberalstudies.depaul.edu/StudentResources/AboutThemedGroupings/index.asp>.

- **Students sometimes have limited views about the value of general education requirements and sometimes discuss them in terms of "getting these courses out of the way." What can I do to improve that kind of attitude and to best describe the benefits of the LSP?**

The Liberal Studies Program offers students opportunities for intellectual exploration, acquisition of cultural capital, and academic skill development. You can significantly improve attitudes about the value of the LSP for students if you spend time explaining advantages of the program, or suggest that they form a Themed Grouping of them(see above FAQ). Below are some brief talking points you can use in discussing the LSP with your advisees:

Intellectual Exploration: Because of many different academic experiences built into the LSP, taking these courses serve as an efficient way for students to explore different disciplines. This is especially useful for students who are undeclared or considering a second major or a minor in another area. Even students with strong commitments to a major should be encouraged to look for creative ways to connect their domain course selections to their ongoing intellectual interests.

Cross-Disciplinary Exposure: Students with broad knowledge are better equipped to become reflective thinkers and critical problem solvers. The LSP is a great way to build creative and intellectual capabilities, while developing skills essential to future workplace performance.

Academic Skill Development: Very few students enter college prepared for the multiple academic challenges they will face. The LSP provides reading, writing, research, and analytical skill development necessary to succeed in college and in the real world. Students should be encouraged to complete their LSP requirements as early in their

careers as possible so they can benefit from the foundational expertise these courses can provide – provided their major field requirements do not need to begin in their first year.

- **How and when it is appropriate to have a student apply for a substitution or waiver of a Liberal Studies requirement?**

Several questions may arise in the area of **SUBSTITUTIONS AND WAIVERS**. They include:

If students take a course not approved for LSP credit, is it possible for them to substitute that course and apply it to count for LSP credit?

For cases in which the course taken is more advanced (e.g., at the 300 or 400 level), but still was never approved for LSP credit, it is appropriate for a student to consider a course substitution for a relevant domain area. These requests are typically granted if the course appears to meet the relevant learning outcomes and writing expectations of the domain area. To make a substitution request, appropriate documentation (e.g., the course syllabus) should be submitted to the relevant associate dean of the student's college.

Can transferred courses be moved around to meet different requirements?

Transfer students typically have all of their transfer credit articulated to DePaul course work before they see you. If they have met the Illinois Articulation Initiative package, they may have only 6 domain area courses left (two of which must be in Religious Dimensions and two of which must be in Philosophical Inquiry, if they have no courses in those areas at the time of transfer), and then two other domain area electives, along with their junior year experiential learning and senior capstone requirements. They may also ask you to change the placement of transferred credit, from, say, open electives to a LSP domain or the major field. They may also ask to substitute advanced writing courses in place of WRD 103. While these are the most common reasons for requesting a substitution or waiver, there may be others. For more technical questions about transfer student credit, you should consult with your college office.

Do seniors who haven't taken the Focal Point seminar still have to take it?

If the student is a non-transfer student who failed to take a FPS in his or her first year, or did take it but failed the course, then yes, he or she must still meet this requirement. Sometimes a student will inter-college transfer from a school such as Music or Theatre that does not require the FPS into a college that does. In such cases, the student will need to make up this requirement, no matter what his or her academic year standing is. In rare instances, the student may substitute this requirement with an approved LSP course that is of a seminar nature.

Can the Modern Language Option be met with AP credit or other tests?

Each college accounts for the MLO slightly differently. You may need to consult with a professional advisor or associate dean of the college for details. See below for more on the MLO.

How does the student (or do I, on behalf of the student) request a LSP substitution or waiver?

For all substitution and waiver requests, students need to contact the associate dean of their home college, and provide supporting documentation. This is true even if the course itself is offered by another college.

• What is the Modern Language Option?

The Modern Language Option (MLO) is available to all B.A. students who wish to study a modern language beyond the level necessary to meet the College's language requirement and to B.S. students who wish to study a modern language at any level. Students selecting the MLO may replace, at most, two domain courses with designated modern language courses. Designated modern language courses include courses that are part of a beginning or intermediate sequence, or two advanced courses, depending on the student's placement or degree being sought. In all cases, students should discuss the MLO with a professional academic advisor as well, to make sure these courses are accounted for correctly on their records.

Students may generally apply MLO courses to any learning domain, but not to both domains in the following pairs: Philosophical Inquiry and Religious Dimensions; Understanding the Past and Self, Society, and the Modern World; Arts and Literature and Scientific Inquiry [the MLO may not substitute for the lab science requirement]. Students majoring in one modern language may use the MLO for study of a second language at the intermediate level or above.

• How do I advise students about the various options available to them for meeting their Junior-Year Experiential Learning Requirement

The most common JYEL course options include Study Abroad, Domestic Study, Community-based Service Learning, Career Internships, or Independent Study in either an individual or group research project supervised by a faculty member. Because of the variety of ways in which a student can meet the JYEL requirement, as well as the variability among the different programs for how the requirement is to be met, many questions can arise when it comes to advising a student about his or her JYEL requirement:

How do I explain and show the ways that **STUDY ABROAD courses are used toward Learning Domain or JYEL requirements?**

The Study Abroad Program has a website that lists the learning domain and JYEL equivalencies of every course that is offered by DePaul in its programs:
http://studyabroad.depaul.edu/docs/docs/LS_Domain_Assignment_Master_List_10-24.pdf.

Students are of course encouraged to take DePaul-sponsored programs, but if they choose to enroll directly into a host-country university or in a study abroad program sponsored by another U.S. college or university, they must secure transfer credit approval from their college and from the Study Abroad Program prior to their departure. The transfer credit approval form also includes the option of using the course in the Liberal Studies Program. Forms and instructions for obtaining the approvals can be found at this webpage: <http://studyabroad.depaul.edu/Advising/TransferCredit/index.asp>.

Can any four-credit hour course offered through DePaul's Study Abroad Program be applied toward Junior Year Experiential Learning (JYEL) credit and is there a cap?

Yes, any four-credit hour course potentially can count for JYEL credit. (To find out which courses count for credit in which learning domains, go to the Study Abroad webpage, and under any of the *Destination* links, just click on "Course Equivalences & Liberal Studies Domains." <http://studyabroad.depaul.edu/destinations/SAP%20Course%20Equivalencies.pdf>).

There is no cap on how much credit a student can earn from DePaul Study Abroad programs. Credit from universities abroad not sponsored by DePaul is considered "transfer credit" and is subject to the rules and limitations of the Transfer Credit Policy: <http://sr.depaul.edu/catalog/catalogfiles/Current/Undergraduate%20Student%20Handbook/pg46.html>.

Is it possible to meet the JYEL requirement in an independent study for a course that is not among the list of approved JYEL courses?

This happens enough with students taking an independent study that there exists a form on the LSP website that can be downloaded and completed for purposes of applying for JYEL credit (i.e., the *JYEL Independent Study Approval Form* which can be found under "Faculty Resources" on the LSP website: http://las.depaul.edu/lsp/public_html/pdf/ELIndependentStudyForm2.doc). Make sure that the student who plans to do this is aware that the appropriate form must be completed *and* submitted to the LSP office by the end of the first week of class.

How does the JYEL requirement mesh with a student's major field requirements ?

Almost every department, program, or college offers courses that can be taken for JYEL credit, and typically these courses share that academic unit's three-letter code designation (e.g., PSY). (The exception to this practice are internships sponsored by the Career Center which carry an ISP code designation.) Some academic units require a very specific JYEL course to be taken by their students in order to meet degree requirements for the major, while other academic units have no such restrictions, and in such cases students may then take whatever approved JYEL course they so desire.

Note: It is also possible for a student who earned his or her JYEL credit in a study abroad experience, for example, but then also takes a course from his or her home department that carries JYEL credit to then have that course count for elective credit in his or her major. As with any petition for substitutions and waivers, this request must be approved

by the associate dean of the student's college. More information about the requirements of particular majors can be found in both the Course Catalog and on the LSP grid requirements on the LSP website at

<http://liberalstudies.depaul.edu/CoursesandRequirements/RequirementsByCollege/index.asp>

- **How can courses in double majors be used in learning domains?**

Double-majors are comprised of primary major and a secondary major. The primary major determines which Liberal Studies requirements the student must fulfill. No courses in the primary major may be used for Liberal Studies credit. However, up to 50% of the courses in the secondary major that count toward the primary major and/or Liberal Studies requirements can be double-counted. If you are an advisor in the student's secondary major, you should discuss strategies for double-counting courses. The same strategy would also work for minors.

- **As an advisor, who should I contact if I have LSP-related advising questions?**

Riley Johnson, Administrative Assistant to the Liberal Studies Program, is available to address any LSP advising questions. He may be contacted at rjohns28@depaul.edu or x57181.