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**Spring 2023 Enrollment FAQs**

**For Nolan School Students Who Matriculated in Spring 2022 or Earlier**

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# I have a question related to my academic progress, how do I find an answer?

If you have a question, please follow the process below!

* **Step 1:** Use your resources to try to find the answer to your question independently.
  + Please refer to the [**Student LaunchPad**](https://hotelie.sha.cornell.edu/), and [**Student Handbook**](https://sha.cornell.edu/current-students/handbook/) for information regarding your Undergraduate Degree Audit, Practice Credit policies and degree requirements
* **Step 2**: Attend Virtual 1:1 Advising Drop-Ins
  + Weekly Semester Long Virtual 1:1 Drop-In Details can be found on the [Office of Student Services Contact Page](https://sha.cornell.edu/current-students/contact/). The Academic Advising Team will be holding daily virtual 1:1 pre-enrollment drop-ins twice a day October 31 – November 11. Details are below.
* **Step 3**: Email [ha-advising@cornell.edu](mailto:ha-advising@cornell.edu)
  + If you cannot find the answer to your question independently, and are not available to join drop-ins, email us your question. **Please note – Taylor Sweazey is currently the only academic advisor at the Nolan School. She will try to answer all questions as quickly as possible, but please anticipate a response time of up to 3 business days**
* **Step 4**: [Make an appointment](https://outlook.office365.com/owa/calendar/HotelOfficeofStudentServices@cornellprod.onmicrosoft.com/bookings/) for individual 30 minute academic advising session
  + 30 minute appointments are intended for students who wish to discuss long term goals and want to do complex planning related to those goals. Please do not make a 30 minute appointment if you have a quick question that would be better addressed during drop-ins or via email

# When are Virtual 1:1 Pre-Enrollment Drop-Ins?

We will be holding Virtual 1:1 Pre-Enrollment Drop-Ins at the following times:

* **Tuesday January 17 – Thursday January 19**
  + 10:00am – 12:00pm EST
  + 2:00pm – 4:00pm EST
* **Friday January 20** 
  + 10:00am – 12:00pm EST
  + 2:00pm – 3:00pm EST
* **Monday January 23 – Thursday January 26**
  + 10:00am – 12:00pm EST
  + 2:00pm – 4:00pm EST
* **Friday January 27** 
  + 10:00am -12:00pm EST
  + 2:00pm – 3:00pm EST

Drop-Ins are held via [Zoom](https://cornell.zoom.us/j/94687812347?pwd=dzYyNVZzTHk3cXN3MldWYm9TdGVEdz09)

Meeting ID: 946 8781 2347

Passcode: 624493

# How do I request a core section swap?

Students can submit a formal request to the NSHA Registrar Team to swap from one 1000/2000 level HADM Core course section into another section of the same course through use of the [Electronic Core Swap Request Form](https://apps.business.cornell.edu/current-students/undergraduate/online-forms/course-swap-request.html)

* Swaps are not guaranteed, but the registrar team will try to accommodate as many requests as possible.
* Please do not submit duplicate requests
* All questions regarding the swap request form should be directed to the registrar team at [ha-registrar@cornell.edu](mailto:ha-registrar@cornell.edu). Please email them if you need to cancel a swap request.
* **The registrar team will continue to accept swap requests until 11:59pm EST on January 26**

# I got an error code when I tried to enroll in a class, what do I do?

Refer to one of the following resources for next best steps:

* [Common Student Center Enrollment Error Code Messages](https://registrar.cornell.edu/sites/registrar/files/Related-files/Common%20Enrollment%20Error%20Messages.pdf)
* [University Registrar Guide to Spring 2023 Enrollment](https://registrar.cornell.edu/sites/registrar/files/Related-files/Guide%20to%20Spring%202023%20Enrollment.pdf)

# How do I access my degree audit?

Students can access their [degree audit](https://sha.cornell.edu/wp-login.php?redirect_to=https%3A%2F%2Fsha.cornell.edu%2Fcurrent-students%2Fundergraduate%2Faudit%2F&reauth=1) via the link under the Registrar & Academic Resources column of [Student Launchpad](http://hotelie.sha.cornell.edu). It is important that students check their degree audits regularly to track their progression through their degree requirements.

# How do I increase my credit limit?

The default number of credits a Nolan School student can take is 18 credits. Students may request to take more than 18 credits if their cumulative GPA falls within the following ranges:

|  |  |
| --- | --- |
| **Cumulative GPA** | **Maximum credits per semester** |
| 2.501 – 2.999 | 19 |
| 3.001 – 3.499 | 20 |
| 3.500 and above | 21 |

In order to request an increase in credit limit in accordance with your cumulative GPA, email [ha-registrar@cornell.edu](mailto:ha-registrar@cornell.edu) at least 3 days prior to your pre-enroll window

* Students whose cumulative GPA is below 2.50 may not enroll in more than 18 credits during the pre-enrollment window. These students can request to increase their credit limit once grades have been posted for the fall semester, allowing them to enroll in more than 18 credits during the Add/Drop window, so long as their cumulative GPA is above 2.5.
* The credit limit increase is only valid for one semester and must be requested each semester as cumulative GPAs will change after grades are posted for each semester

# What are the different grade options?

Every class is offered for one of the following grade options:

* **Letter Grade (A+ through F) exclusively** 
  + Passing is D- and above
  + All core classes are offered for a letter grade only
* **Pass/Fail Exclusively (SX/UX)**
  + These classes will not impact your GPA
  + Passing grade is C- or higher
* **Student Option (S/U)** 
  + Students have the choice to decide whether they would like to take the class for a letter grade or pass/fail
  + If you choose to take this class pass/fail, it will not contribute to your GPA
  + Passing grade is C- or higher
  + All classes taken Student Option pass/fail (S/U) can *only* count toward Free Electives

Note: students are limited to take up to 4 credits S/U in a single semester. In total, students cannot exceed 8 credits total non-graded in a single semester, including both Student Option graded credits (S/U) and Satisfactory/Unsatisfactory Only (SX/UX) credits.

# What is the difference between Non-HADM Electives and Free Electives?

* **Non-HADM Electives**: 15 credits required (18 credits required for external transfer students)
  + Any class taken outside of the Johnson College of Business with a course number of 1100 and above
    - Must be taken for a letter grade unless offered exclusively pass/fail (SX/UX)
    - Caveat: Any class that is a [Forbidden Overlap](https://courses.cornell.edu/mime/media/52/17745/Forbidden+Overlaps+2022-2023+Final+COS+22-23_6-7-2022.pdf) with an HADM course **cannot** count toward Non-HADM Electives
    - PE classes **cannot** count toward Non-HADM Electives. They only count toward the PE requirement
* **Free Electives**: 24 credits required
  + Any academic class taken at Cornell above the class number 1100 – including classes taken at the Johnson School of Business (HADM, AEM, NBA)
    - Up to 6 credits total can be taken student option pass/fail (S/U), with a limit of up to 4 credits S/U in a single semester
    - PE classes **cannot** count toward Free Electives. They only count toward the PE requirement

# What is a Forbidden Overlap?

Forbidden Overlap courses are groups of courses that cover material that significantly overlaps in content. Review the [2022-2023 Forbidden Overlap List](https://courses.cornell.edu/mime/media/52/17745/Forbidden+Overlaps+2022-2023+Final+COS+22-23_6-7-2022.pdf) to find courses that, due to an overlap in content, students will receive credit for only one course in each of the groups listed.

**Nolan School students cannot receive credit for classes that are a Forbidden Overlap with any of their core courses.**  It is the student’s responsibility to confirm that they are not enrolling in any Forbidden Overlap courses with their core, or any other course they have already taken.

# I have a hold on my account that’s preventing me from enrolling, what do I do?

* **Step 1**: To check your holds, first sign into your [Student Center](https://web1.login.cornell.edu/?SID=A68BB1344FE4C7E2&WAK0Service=https/css.adminapps.cornell.edu@CIT.CORNELL.EDU&WAK2Name=&WAK0Realms=&ReturnURL=https://css.adminapps.cornell.edu/A68BB1344FE4C7E2/cuwal2.c0ntinue&VerP=3&Accept=K2&WANow=1607554534&WAK2Flags=0&WAK2Age=30&DualAuth=rg.cuniv.employee,rg.cuniv.student&WAreason=1&sImper=0)
* **Step 2**: Next, check for ‘Holds’ on the right side of the screen
* **Step 3:** Click on ‘Details’ to read more about your hold(s), and instructions on how to get them removed
* **Step 4**: Take the appropriate steps to get hold removed
  + **If you still need to be enrolled in remaining 1000/2000 level-core, please e-mail**[**ha-registrar@cornell.edu**](mailto:ha-registrar@cornell.edu)**to announce you have had your hold(s) removed**. If you still have lower-level core remaining and a hold is on your account during block enrollment of core classes, the registrar team will not be able to enroll you into your core classes. They will not know that your hold has been removed and that they can move forward with enrolling you in lower-level core unless you email to notify them.

# How do I declare a concentration?

Follow the step-by-step instructions on the [NSHA Concentrations and Minors webpage](https://sha.cornell.edu/current-students/undergraduate/concentrations-minors/).

# I am a sophomore who is interested in going abroad for a semester during my junior year. How do I plan for this?

First, review all eligibility requirements, policies, and processes listed on the [NSHA Study Abroad](https://sha.cornell.edu/current-students/undergraduate/study-abroad/) webpage.

In order to be eligible to go abroad students must:

* Have a minimum cumulative GPA of 2.0 or higher
* Complete both credits of the PE requirement and the Swim Test
* Complete all 1000-level and 2000-level core prior to departure
* Complete their First Year Writing Seminar
* Be able to go abroad and still graduate on time. Students are not eligible to pursue optional programming like a semester abroad if it means that they cannot graduate on time

It is important to note that due to the implementation of the new curriculum starting in Fall 2022, **there are 4 3000-level core that will no longer be offered after Spring 2024**. This means that if you plan to go abroad in Spring 2024, you will need to prioritize completing the following core by the end of Fall 2023:

* HADM 3010 Service Operations Management
* HADM 3210 Principles of Hospitality Real Estate
* HADM 3350 Restaurant Management
* HADM 3550 Hospitality Facilities Management

Taylor Sweazey will be available to discuss planning to go abroad after the add period ends.