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**Fall 2024 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?**

* **Step 1:** **USE YOUR RESOURCES** to try to find the answer to your question independently.
  + The [**Hotelie LaunchPad**](https://hotelie.sha.cornell.edu/) and the Nolan [**Student Handbook**](https://sha.cornell.edu/current-students/handbook/) provide information and policies related to Undergraduate Degree Audit, Practice Credit, degree requirements, and more!
* **Step 2**: **Attend Virtual 1:1 Advising Drop-Ins**
  + Virtual 1:1 Drop-In sessions are offered daily throughout each semester. Details can be found on the [Office of Student Services Contact Page](https://sha.cornell.edu/current-students/contact/).   
    *The Nolan Academic Advising Team will also be holding virtual 1:1 FA24 pre-enrollment drop-in advising times every weekday Monday April 29 – Friday May 10. See more details 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 anticipate a response time of up to 2 business days during the pre-enrollment season.**
* **Step 4**: [**Make an appointment**](https://outlook.office365.com/owa/calendar/HotelOfficeofStudentServices@cornellprod.onmicrosoft.com/bookings/) for a 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 FA24 Pre-Enrollment Drop-Ins?**

Fall 2024 Pre-Enrollment Drop-Ins will be held at the following times:

**Monday 4/29– Friday 5/10**

* Mondays 10:00am – 12:00pm
* Tuesdays 10:00am – 12:00pm
* Wednesdays 2:00pm – 4:00pm
* Thursdays 2:00pm – 4:00pm
* Fridays 10:00am – 12:00pm

All 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 1000- or 2000-level core section swap?**

Students should submit a formal request to the NSHA Registrar Team to request a swap from one pre-enrolled 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).

* While the registrar team will try to accommodate as many requests as possible, **swaps are not guaranteed**.
* **Please do not submit duplicate requests.**
* **The deadline to submit swap requests will be Thursday, August 29 at 11:59pm EST.**
* If you have questions, please email [ha-registrar@cornell.edu](mailto:ha-registrar@cornell.edu).

# **I received 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 Messages](https://registrar.cornell.edu/sites/registrar/files/Related-files/Common%20Enrollment%20Error%20Messages.pdf)
* [Classes and Enrollment FAQ](https://registrar.cornell.edu/classes-enrollment/classes-and-enrollment-faq)

# **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 [Hotelie Launchpad](file:///\\Cornell.edu\JCB\SHA%20Fileserver%20-%20N%20Drive\Office%20of%20Student%20Services\Taylor\Advising%20Resources\FA22\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 (this includes PE). 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 |

**Recommendation: 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-enrollment window**

* **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 Is The Difference In 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 the class pass/fail, it will not impact your GPA.
  + Passing grade is C- or higher.
  + All classes taken Student Option pass/fail (S/U) *only* count toward Free Elective requirements.

Note: students are limited to enrolling in 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/55/18938/Forbidden+Overlaps+2023-2024.pdf) or cross-listed 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 [2023-2024 Forbidden Overlap List](https://courses.cornell.edu/mime/media/55/18938/Forbidden+Overlaps+2023-2024.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 WILL NOT 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, this includes core or any other course they have already taken.

# **there is a hold on my account preventing enrollment - what do I do?**

* **Step 1**: Sign into your [Student Center](http://studentcenter.cornell.edu/).
* **Step 2**: Look 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. This may include contacting the department that placed the hold.
  + **If you have 1000 and/or 2000-level core remaining, please e-mail**[**ha-registrar@cornell.edu**](mailto:ha-registrar@cornell.edu)**to alert them when your hold(s) have been removed**. The registrar team will NOT be able to enroll you into your 1000 and 2000 level core classes while a hold is in place. It is the student’s responsibility to notify them once a hold is cleared so they may move forward with enrolling the student in their lower-level core.

# **3000-level core that must be taken in fall 2024**

Due to the implementation of the “new curriculum,” there are two 3000-level core that are being phased out and will no longer be offered after Fall 2024.

* HADM 3010: Services Operations Management
* HADM 3350: Restaurant Management

**Students who have not yet taken HADM 3010 will be pre-enrolled into this course for Fall 2024 because there is only one section being offered.**

**Students who still need to take HADM 3350 must enroll themselves in the course. There are two lab sections being offered in Fall 2024.**

# **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/).

# **How do I plan for a semester abroad?**

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

To be eligible to go abroad students must:

* Have a minimum cumulative GPA of 3.0 or higher.
* Complete both credits of the PE requirement.
* 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 such as a semester abroad if it means that they cannot graduate on time.
* Students are not permitted to study abroad in their final semester

Due to the implementation of the new curriculum in Fall 2022, **there are two 3000-level core classes that are phasing out and will no longer be offered after Fall 2024.** If you are planning to go abroad in Spring 2025, you must take the following core in Fall 2024:

* HADM 3010 Service Operations Management
* HADM 3350 Restaurant Management

Taylor Sweazey is the Nolan School Academic Advisor responsible for managing study abroad applications for our college. Students planning to study abroad are required to meet with her to discuss eligibility requirements, expectations, and the application process. Students can [make an appointment](https://outlook.office365.com/owa/calendar/HotelOfficeofStudentServices@cornellprod.onmicrosoft.com/bookings/) via the online booking tool linked on the [Hotelie Launchpad](file:///\\Cornell.edu\JCB\JCB%20Fileserver\Nolan%20Student%20Services\Advising\Enrollment%20Resources\Spring%202024\hotelie.sha.cornell.edu).

# **How do I APPLY FOR ACADEMIC ACCOMMODATIONS?**

[Student Disability Services (SDS](https://sds.cornell.edu/get-started)) provides the opportunity for you to disclose your disability status, as well as to request any needed accommodations or services.

* **Step 1**: Complete a [Disability Self-Disclosure Form and/or a Housing Accommodation Request Form](https://cascade.accessiblelearning.com/s-Cornell/Start.aspx)
* **Step 2**: Submit supporting information (if available.)
* **Step 3:** Make sure you submit your form!
* **Step 4**: After SDS reviews your information, they will follow up with you about any requested accommodations or services.
* **Step 5:** If an accommodation plan is created, SDS will inform you of the next steps in using your accommodations.