

Guide to Advising of Freshmen and other students RE: The Foreign Languages Requirement

The Department of Foreign Languages wishes to assist our colleagues (advisors of freshmen and other students) in departments of the College of Liberal Arts and in other colleges, in the fulfillment of their duties. The following guide lists issues on which advising mistakes have frequently occurred in recent times.

1. **The Placement Test:** Offered to UNO students free of charge before the beginning of each semester, this one-hour test may place freshmen with knowledge of a foreign language from high school in the second semester or higher of most of the languages that we teach (i.e., French, German, Italian, Spanish and Latin). A student who receives a C or better in a higher course in which he/she enrolls according to the test results receives by-pass credit up to 9 hours for the lower-level course not taken. The results of the placement test are valid for 1 year from the date of the test.

2. **1001 and 1002 courses:** French/German/Italian/Spanish 1001 and 1002, though both called "Basic" at present, are not identical. 1001 is a prerequisite for 1002. 1001 is Basic I and 1002 is Basic II.

3. **Sequence of Courses for Hispanic Students: Spanish 2003E2004.** The Department designed, some time ago, a special series of courses for students of Hispanic background who wish to complete the language requirement in Spanish: 2003 (equivalent of 2001) and 2004 (equivalent of 2002). They are not "higher" than 2001H2002, but only their equivalent for Hispanic students. Such students of Hispanic backgrounds ought to be directed to these courses rather than to the Spanish 1001 and Spanish 1002 which are not appropriate for them as too elementary. The successful completion of Spanish 2003 with a C or better also gives by-pass credit for Spanish 1002 and 1002. A placement test in Spanish "for Hispanics" is also being given under #1 above.

4. **By-E Pass Credit for Lower-E Level Courses.** If a student places at the level of "2002 or higher" – our highest ranking – in the Placement Test, he/she may take a 3000 level course; upon receiving a C or better in such a course, 9 by-pass credits will be granted upon request. A letter from the chair of Foreign Languages placed in the student's file will serve this purpose.

5. **The Advanced-E Standing Exam.** Native speakers of the languages we teach may wish to get credit for their knowledge in a different manner. The same test administered under #1 above also serves this purpose, but the procedure differs: the student gets one form, approval from the chair of Foreign Languages and the dean of the student's college, and pays \$20, no more than one month in advance of the date of the test. He/she should present the sealed grade sheet to the professor who administers the test before taking the test. Only pass/fail is granted for the successful completion of the test at the level sought by the student. 9 credits are the maximum granted in this manner on the basis of our test.

Note: when at a loss on how to advise a student with a more unusual situation, call the Program Coordinator Dr. Starr : 280-6932 office: LA 291-A